New Student Employment Services System

Student's User Manual

Student Employment Section

Fall 2023

Table of Contents

Student's Guide to the New Student Employment Services System

The Student Employment Section has updated the current Student Employment Services System for students applying for a job within the university premises with updated user interface and ease of use. This guide aims to show the students how to access and navigate this new services system.

This new system also added new features that can help students find the available jobs sought by different departments, and organize your attendance schedules with your supervisor, to name a few.

Steps on How to Access the New Student Employment Service System

1. Login to the **QU Banner** using your **QU ID and Password.**
2. Navigate to **"Student Services"** then click on **"Student Employment Services".**

Figure 1 – QU Banner Dashboard

3. Login once again with your QU ID and Password to enter the new services portal.

Figure 2 – Student Dashboard

4. You are now in the new Student Employment Services System. This is the new and updated Student Employment Services Program featuring new functions that will be gone through one by one after this step. The overview of these functions (new and existing) is as shown:

   a. **"My Applications"** – this is where your applications will appear, and the ability to **withdraw** your application, should you change your mind later on.

   b. **"My Job Interests"** – this is where the particular job you were interested in applying for will appear.

   c. **The" Working Hours" Tab** – this is where you will see your total work hours, both approved and submitted.

- *Approved Working Hours* refer to the total working hours approved by your supervisor.
- *Total Submitted Hours* refer to the total working hours submitted by you including the ones pending approval from your supervisor.

d. **"Payment Checklist" Tab** – this is where you can see your completion status for submitting your financial documents along with checking whether you completed the Career Excellence Workshop. ***You have to upload you financial documents and finish your career excellence workshop in order to get paid.***

e. **"Apply for Employment" Tab** – This is the first step towards applying for employment in Qatar University. Further steps will be taken and explained later on.

f. **"Job Market" Tab** – this is where you can see all *the available job positions* from all the university departments seeking student employees.

g. **"My Financial Documents" Tab** – This is where you can upload your financial documents and check their approval status.

h. **"My Attendance" Tab** – this is where you can check, record, and edit your time attendance schedule and check the approval of your work hours by your supervisor.

i. **"My Skills" Tab** – this is where you can edit your list of skills to help filter the job vacancies tailored to your skillset.

j. **"End of Month Summary"** – This is where you can view your monthly summary which includes your performance, salary approval, and the salary ssamount for that month.
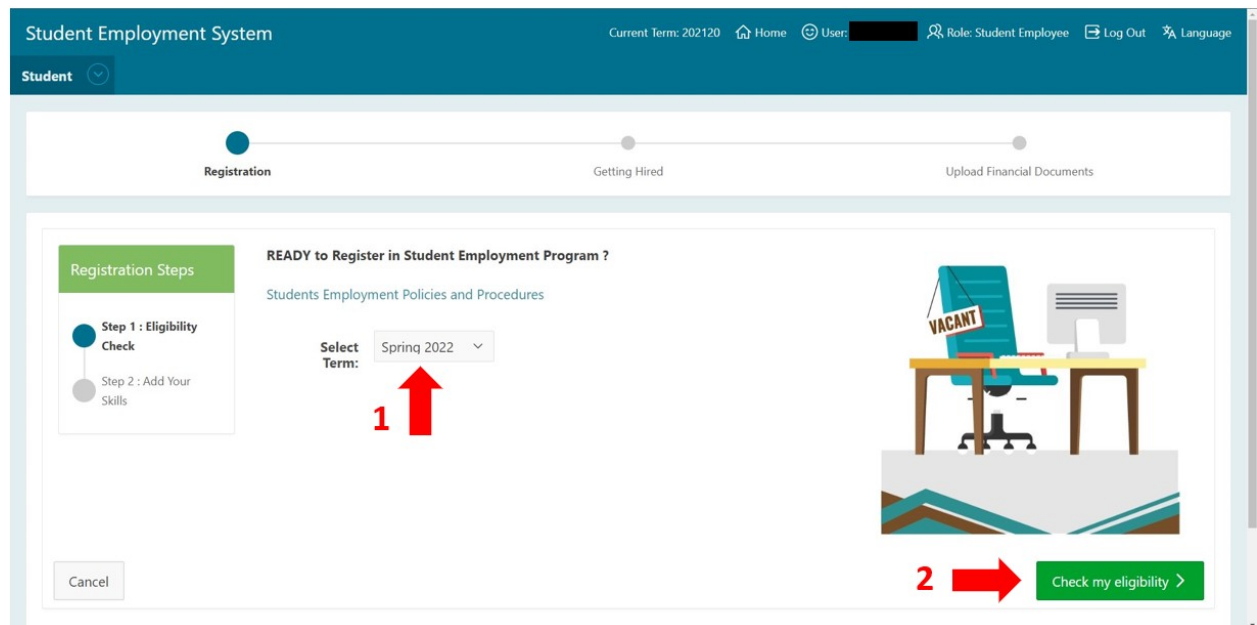
Steps on How to Use Each Function in the Student Employment Services Platform:

❖ **Applying for Employment**

1. Click on *"Apply for Employment"*.
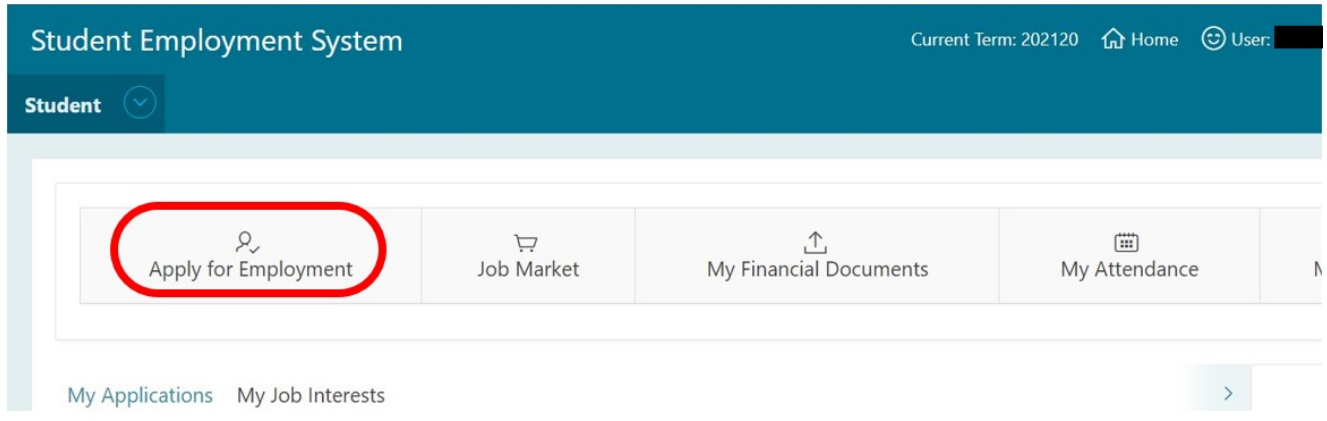
2. Select the semester term you are currently in , then click on "Check My Eligibility" . Before proceeding, make sure your read all the employment policies and procedures to know the rules.

3. Select which skill you think you are good at (you can select more than one), read the disclaimer below and click the checkbox , then click "Submit my Application". *You are now done and can proceed to the "Job Market" Function.* Your application will appear on the "My Applications Tab" on the main dashboard.

❖ **Job Market**
1. Click on *"Job Market"*.
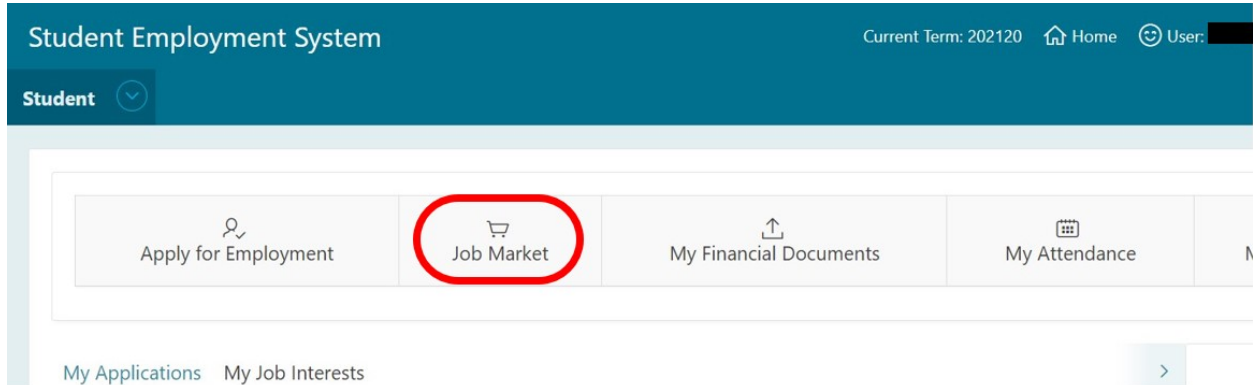
2. Here you can see the list of available job positions on the right side. Feel free to change the filter to find the specific job for your skillset. Once you find the job you are interested in applying for, click on *"View Details"*.

3. Here you can see more information about the job listing you selected, including the description, required skillsets, and so on. Once you are certain of this job listing, click on *"Show Interest in this Job"*. This listing will then appear in your *"My Job Interests"* at the main dashboard (See Figure 3).
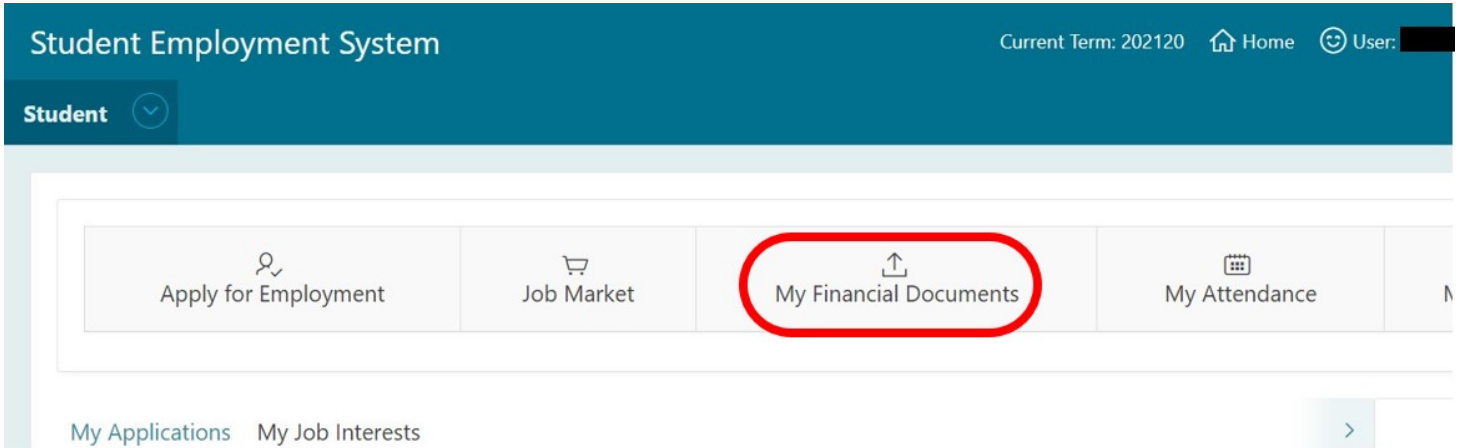
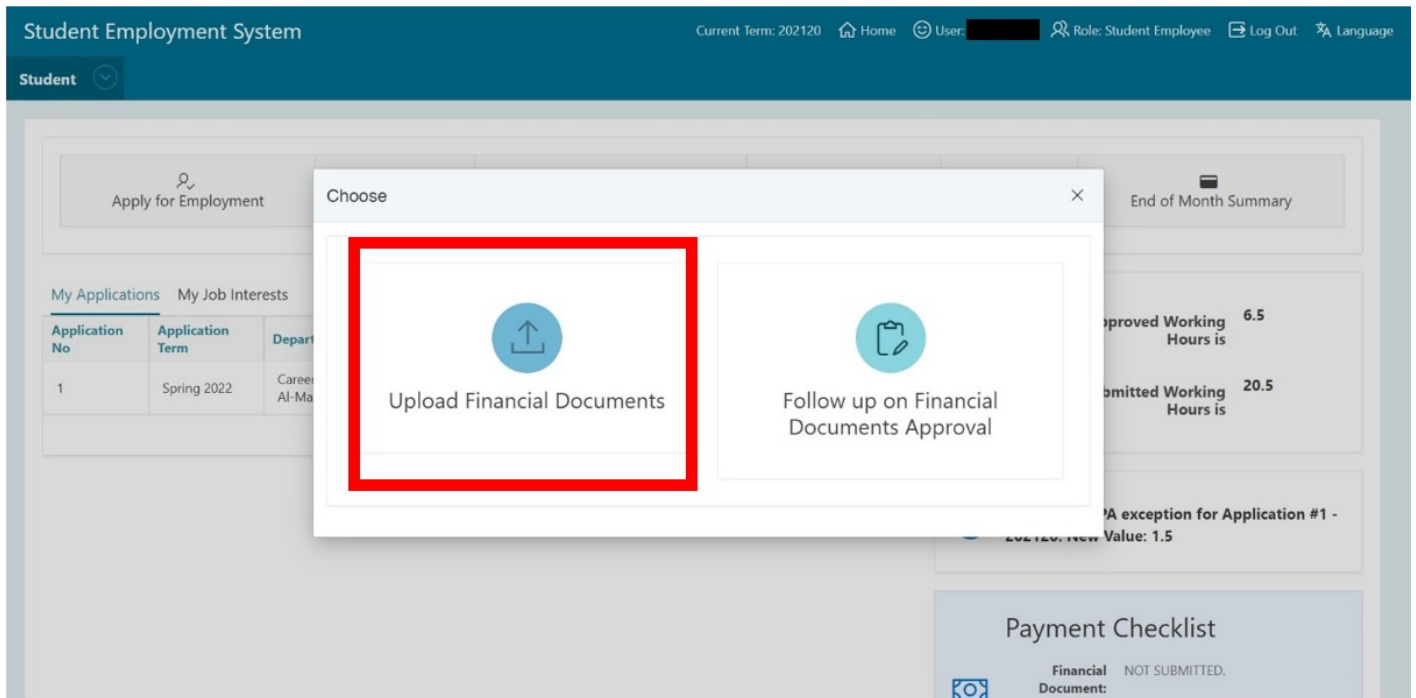Figure 3 – Job Interests. Here you will see the jobs you applied for and are interested in.

❖ **Financial Documents**
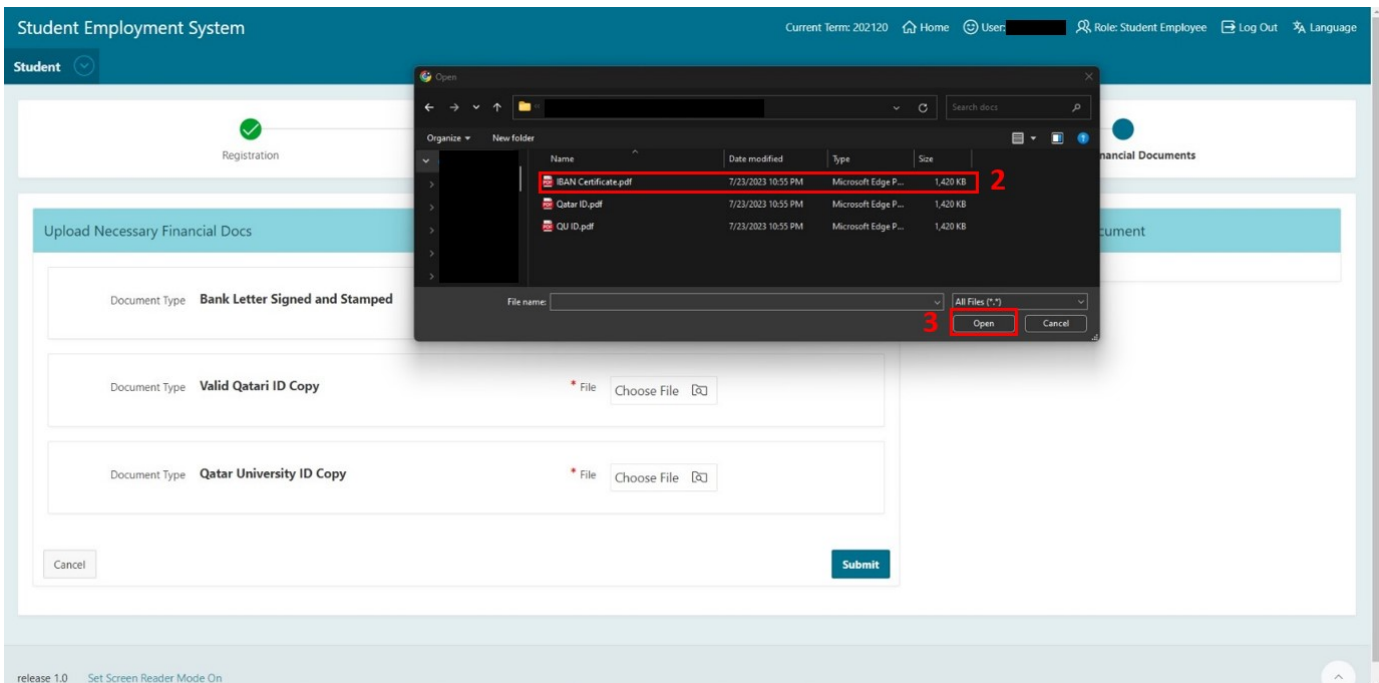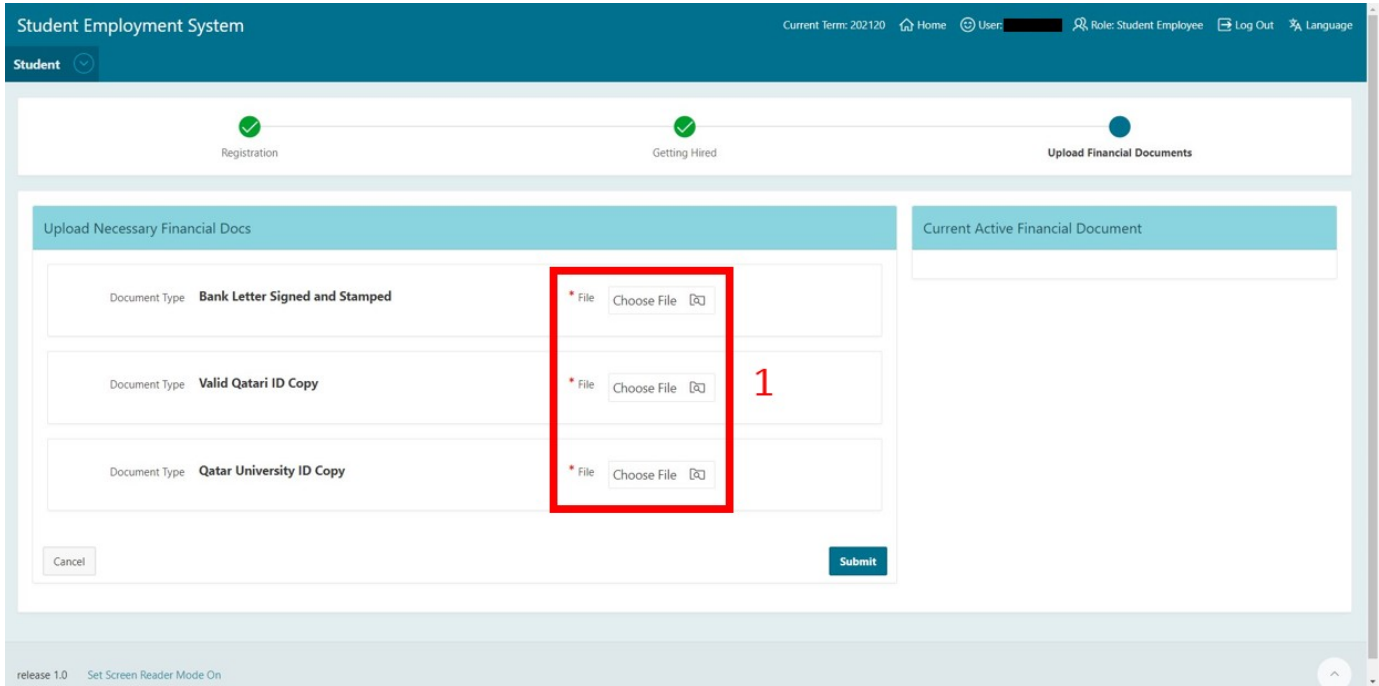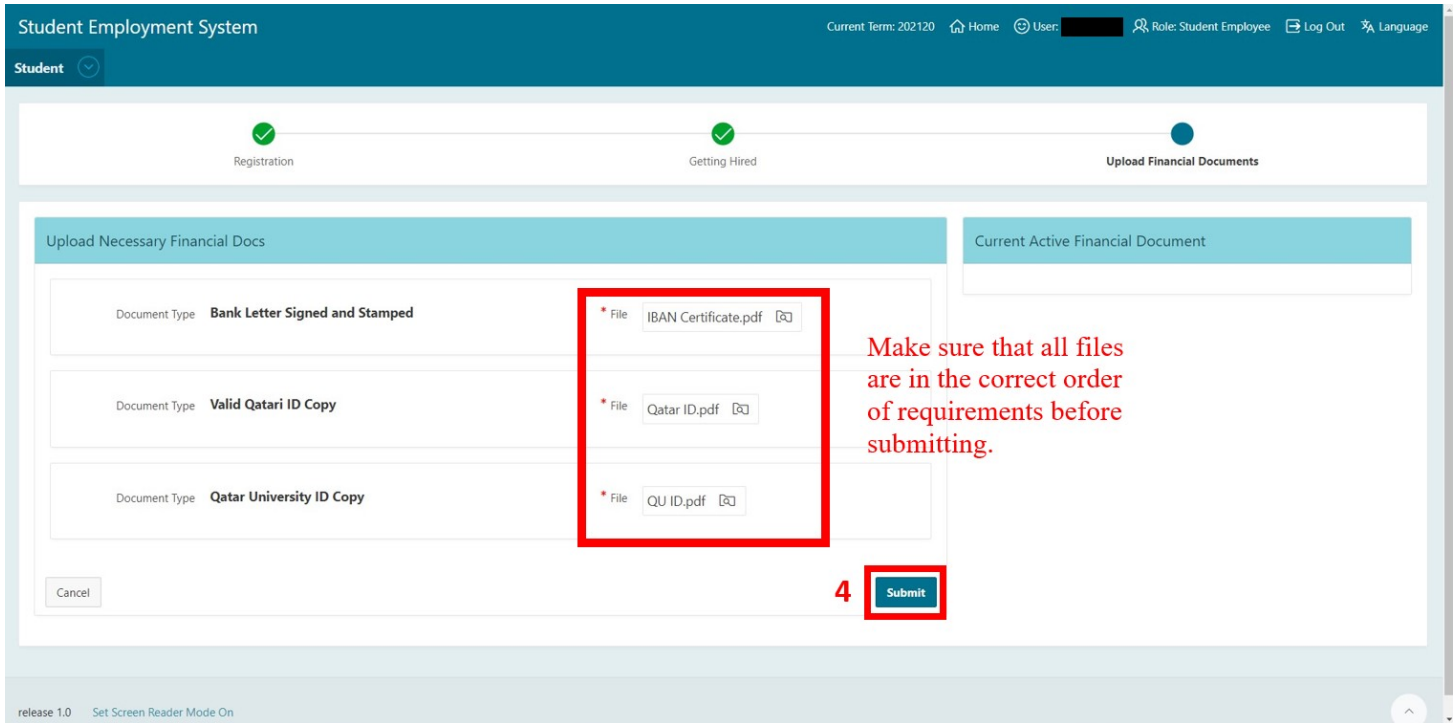1. Click on *"My Financial Documents"*.

2. To upload your financial documents, click on *"Upload Financial Documents"*.

3. Here you can see the following financial documents needed to complete your job application. Prepare the documents required in PDF format, click on "Choose File" (1), find the PDF file that is requested from you (2), click on it then click on "Open" (3). Once you have done the same for the other requested files, click on **"Submit"** (4).

Make sure that all files
are in the correct order
of requirements before
submitting.

4. Submit

4. To check for approval for your financial documents, go back to the main dashboard, click on *"My Financial Documents",* then click on *"Follow up on Financial Documents Approval".*
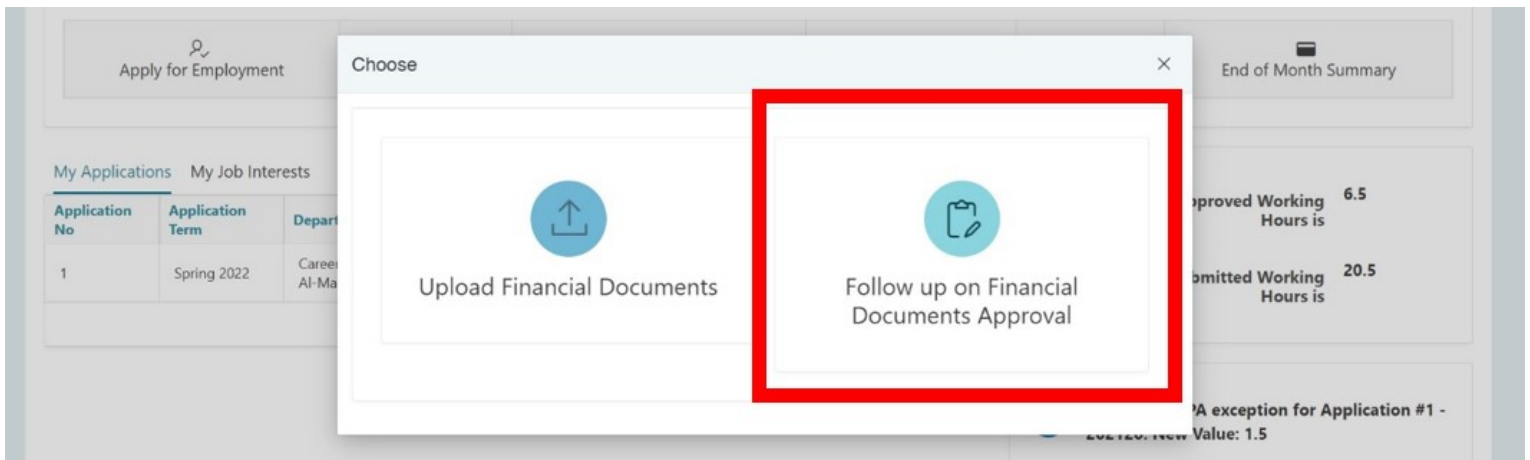
5. Here you will see your uploaded documents as well as the approval status for each one. The approval of these documents will be done after you have secured the job you applied for from the Job Market. Once done checking, click "Home" above to go back to the main dashboard. You can also check the status of your documents:

   o If the CDC Verification is indicated with a green checkmark, then the documents you've uploaded are reviewed and approved by the CDC (See Figure 4).
   o If the CDC Verification is indicated with a yellow checkmark, then the documents you've uploaded are not yet reviewed, therefore it is pending approval (See Figure 5).
   o If the CDC Verification is indicated with a red checkmark, then one or some of the documents that you've uploaded is either rejected or a wrong uploaded document. **An e-mail will be sent to notify the student of its rejection, along with the justifications of the rejection, be it a wrong or invalid document** (See Figure 6).

Figure 4 – Uploaded Documents with Approved Status

Figure 5 - Uploaded Documents with Pending Approval Status

Figure 6 - Uploaded Documents with Rejected Approval Status

❖ My Attendance
1. Click on *"My Attendance"*.

2. Here you will see your attendance calendar, your approved and submitted work hours, and the rules and regulations of the time attendance of the Student Employment Program.

3. To add working hours (1), click on *"Add Working Hours"* Button.
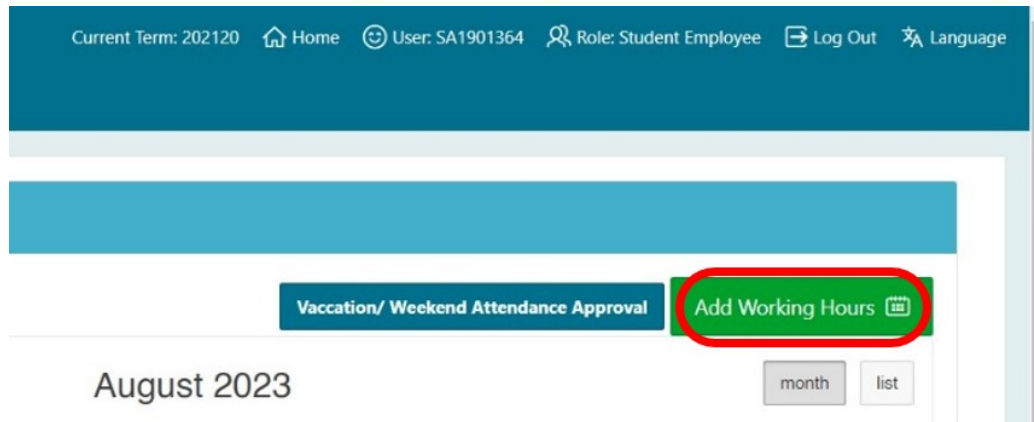
4. Input your current supervisor, the date, and the time you put work in. You can have separate times throughout the day and your total time should not exceed 5 hours in a day. Once done, click **"Submit".** Your added work hour will be included in the calendar.

14
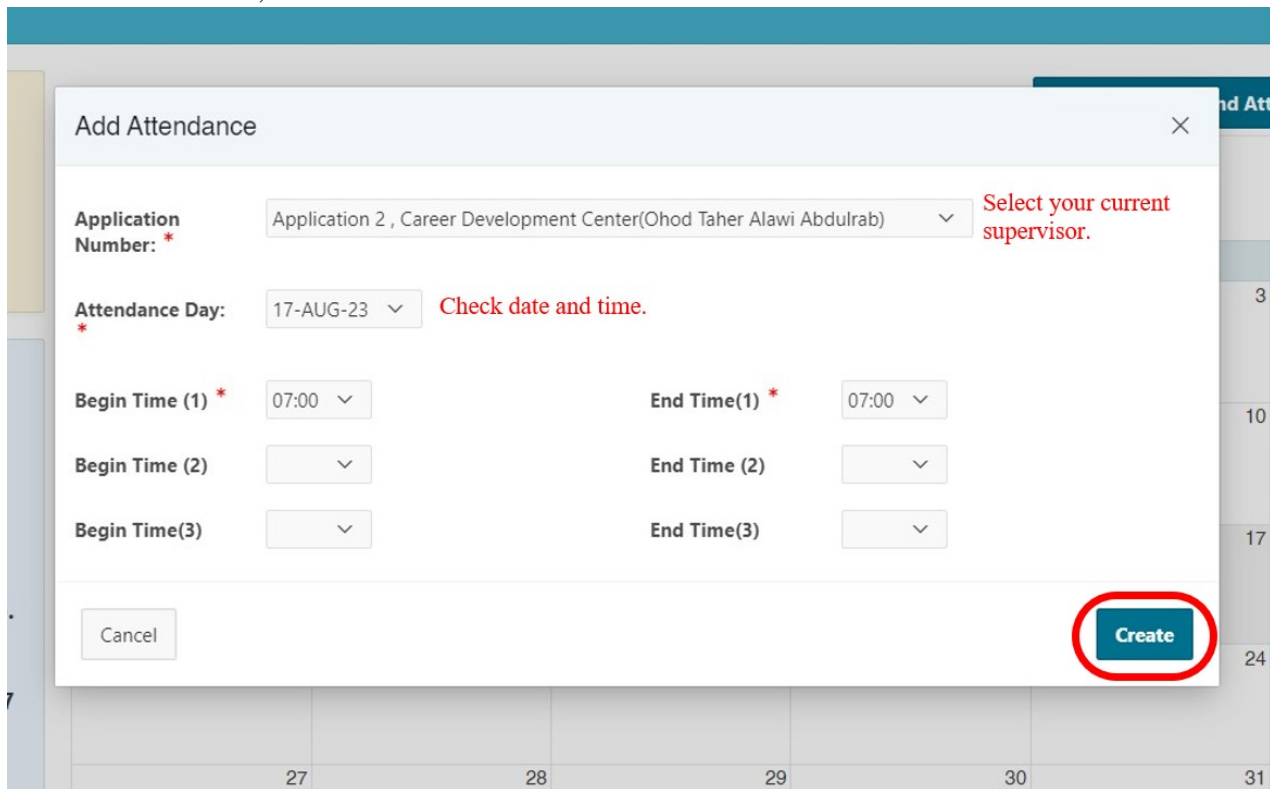
5. In case you want/need to work during the weekends or official holidays, click on "Vacation/Weekend Attendance Approval" button. **Speak to your supervisor to seek approval in doing so.** Once approved, it will appear as "Yes" by both director and CDC approvals once you click said button.

6. If you want **to remove a work hour you didn't intend to add, click on that work hour, then click on "Delete".** It will then be removed from the calendar and the supervisor won't see it.

7. In the calendar, your work hours are color coded. Once you submit a new work hour, it will be in yellow. This means that your submitted work hours are still pending approval from your supervisor. Once it is red, that means your supervisor rejected it, if blue, it is approved by your supervisor, and green means it is approved by the finance. It is worth noting that:

    a. Submitted hours refer to the hours you submitted that are approved as well as ones pending approval by your supervisor, and

    b. Approved hours refer to the hours you submitted that are approved by your supervisor.

❖ **My Skills**

1. Click on *"My Skills"* to edit your skills at any stage.
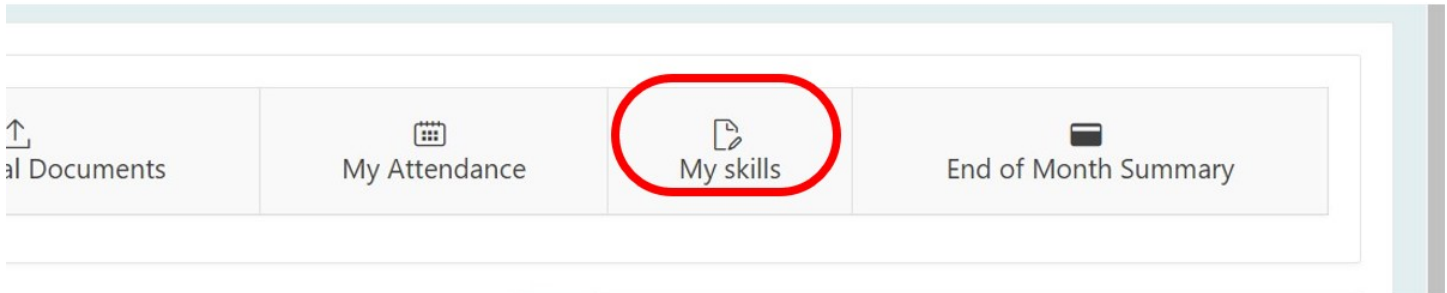
2. If you want to update your skillset by adding or removing some skills after registration, you can do so in this page. Feel free to add or remove any skill you want, and then click on "Update my Skills" once you are satisfied with the changes (next page).

❖ **End of Month Summary**
1. Click on "End of Summary".
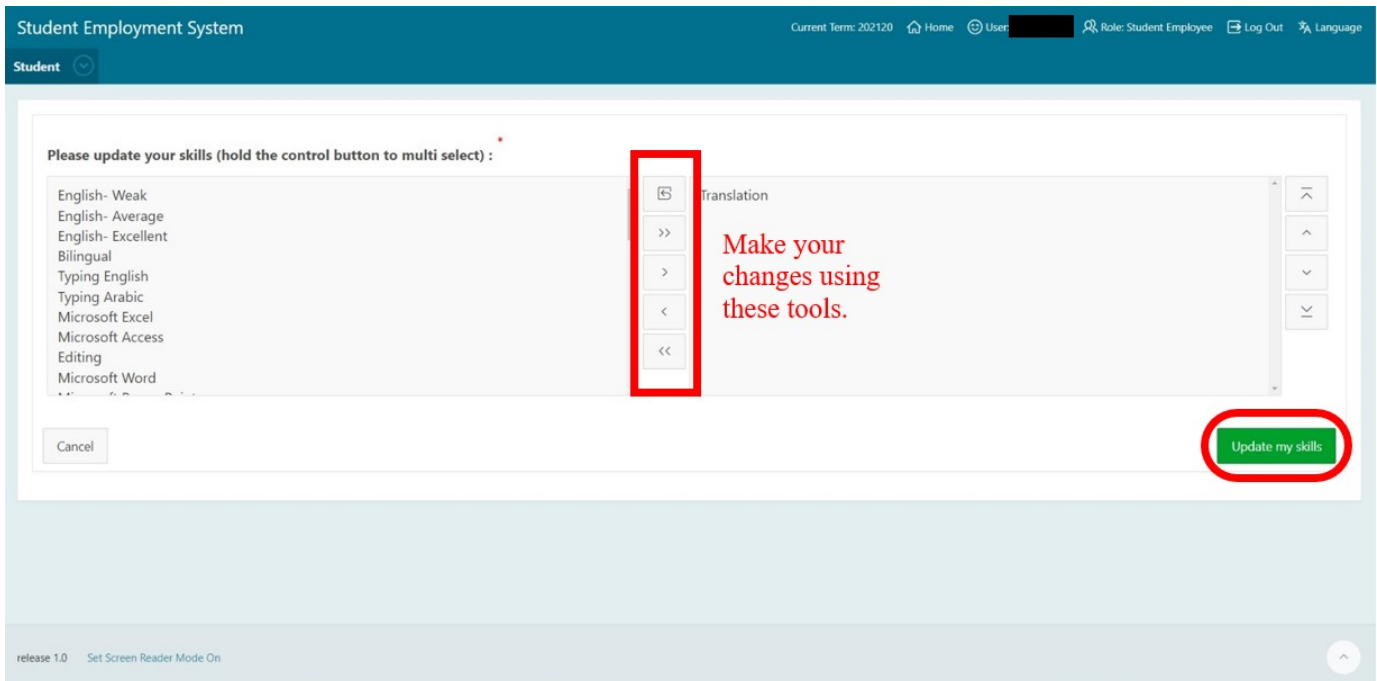2. Here you can check the monthly summary of your salary, your performance, along with the approval from the supervisor, director, the CDC, and the finance department as well. This changes every working month. Once all the bodies have approved your hours, your salary will be processed and sent to your bank account at a certain date to be dictated in the email that you will be sent by the Student Employment Section.

Department Name	Period	Super Approval	Director Approval	CDC Approval	Finance Fed ?	Performance	Rate	Working Hours	Total Sal
Career Development Center(Hamda Rashid A A Al-Maadeed)	JUL-2023	Yes	Yes	Yes	Yes	3 - Met expectations	35	1	35
Career Development Center(Hamda Rashid A A Al-Maadeed)	JUL-2023	Yes	Yes	Yes	Yes	5 - Outstanding	60	1	60
Career Development Center(Ohod Taher Alawi Abdulrab)	JUL-2023	Yes	Pending	Pending	Pending	5 - Outstanding	50	14.75	590

1 - 3