Student Employment System (SES)

Student User Guide

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**Student Employment System (SES)**

Student Employment system has been implemented in the Banner self-service to manage the process of students who desire to get employment at Qatar university. Students can apply for Employment through Banner self-service web page and the system only will allow students eligible to apply through the system based on Career Services Center’s policies and conditions for employment.

After application period is ended, the employment approval starts where Supervisors of different employing units/sections/departments/colleges are given the choice to accept applicants. Career Services Center is given the final approval of such employment applications.

During the student employment, the system provides student the ability to register his attendance times through the Banner self-service. Moreover, the end of month salary payment can be managed through the system where all parties: Supervisor, Director, CSC and Finance would have access to the system to finalize and approve such monthly payment process.

This Guide will provide full system functionality explanation and how-to details for end users.

**myBanner Self-Service Pages**

The student employment system through the myBanner self-service pages are only available for students. The “Student Employment Service” can be found under the “Student Services” tab as the following figure.

![myBanner Self-Service Pages](image)

The following is the list of all service pages available and their description.
Service Page (1) : Apply for Employment (Registration Process)

The registration process of the “Student Employment Program” consist of 4 steps as following:

**Step (1)**
This page gives a student the ability to apply for employment if the web application dates are open. The student needs to select the current term and then submit as shown in the following figure:

If the web application dates are closed for the time the student is trying to apply, the following system message will appear:

When the application period is open and the student does not meet the Student Employment Program's Policies and Conditions, the student will not be able to apply and the following message will be displayed:

Otherwise the page will display the term open for application for the student to select.
Step (2)
The student should select his/her skills from the list and click submit as shown in the following figure:

![Skill Information](image)

Step (3)
The student needs to select “All Departments / Colleges” as shown in the following figure:

![Apply for Employment](image)

Step (4)
When the student applies successfully a list of his applications will be displayed as the following:

![My Applications](image)

Note: A student cannot apply for more than 2 applications (pending).


Service Page (2) : My Applications

This page will view the whole list of student employee’s applications in all application periods. It views “Application Status” which can be (Pending, Accepted, Ended or Canceled), “Supervisor Approval”, “CSC Approval” and the salary rate assigned to any application.

Pending: When the student applies for a new application.
Accepted: When the student is accepted in a department.
Canceled: The pending applications are canceled before starting a new application period.
Ended: The application is ended if the employment rules are violated.

This page gives a student the ability to cancel an application s/he has applied for by “checking” the “Cancel Application?” checkbox and pressing the “Submit Changes” button.

<table>
<thead>
<tr>
<th>My Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Applications</td>
</tr>
<tr>
<td>Seq</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>1</td>
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<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

Service Page (3) : Time Attendance

This web page is for the employment student to enter his/her time attendance daily. The student needs to meet the Student Employment Program’s conditions and have at least one active application to be able to access this web page. When student accesses this web page, the list of all student’s active applications will be viewed and the student need first to select one of his/her application and then click “Submit”.

Then the student can enter his/her time attendance periods for current and previous day (48 hours) by considering the following conditions:

- The time should be in HHMM format (e.g. the seven thirty need to be as 0730).
- The time should be between the defined time period.
- The total working hours (considering all applications) for the students should not exceed the maximum working hours per regular, vacation and weekend day.
- The time periods should not conflict with another application or with the student’s registered courses time.
Service Page (4) : End of Month Summary

This page will view the student monthly summary (for all employment months). It views for each employment month the assigned “Performance”, “Supervisor Approval”, “Director Approval”, “CSC Approval”, “Finance Approval”, total month attendance “Hours”, “Total Salary” and the actual month the payment “Payment Month”. Also, from this page the student can track the process of his/her payment.

Service Page (5) : Update Profile

This web page is for the employment student to select her/his skills. The student needs to have at least one active or pending application to be able to access this web page. When student accesses this web page, the list of all skills will be appeared and the student should select her/his skills from the list and click “Submit”.

![End of Month Summary Table](image)

![Update Profile Form](image)