



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.



The following is the list of all service pages available and their description.

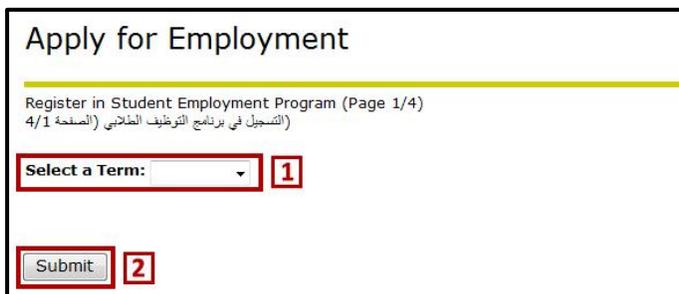
Service Page (1) : Apply for Employment (Registration Process)



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

Step (1)

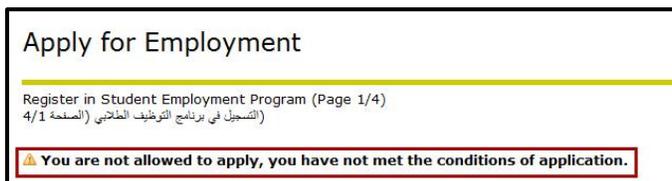
This page gives a student the ability to apply for employment if the web application dates are open. The student needs to select the current term and then submit as shown in the following figure:



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

Update Skills (Page 2/4)
تحديث المهارات (الصفحة 2/4)

Please select your skills: ①

English- Average English- Excellent English- Week

Ability to translate

Design web pages

EXCEL

ACCESS

SPSS

Word

Power Point

Adobe Photoshop

Illustrator

Typing Arabic

Typing English

Secretariat

Writing and reporting

Communication skill

Presentation skill

Photography skill

Athletics training skill

Arabic calligraphy skill

Painting skill

Graphic design

Organizing Events

Tutoring

Career Excellence

Submit ②

Step (3)

The student needs to select "All Departments / Colleges" as shown in the following figure:

Apply for Employment

Apply For Employment Opportunity (Page 3/4)
التقديم لفرصة توظيف (الصفحة 3/4)

Apply for Department/College:* All Departments/Colleges ①

②

Submit Reset

Step (4)

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

My Applications

✔ Your Application is submitted Successfully
لقد تمت عملية تسجيله بنجاح

Employment Applications

Seq	Department / Unit	Application Status	Activity Date	Salary	Supervisor Approval	CSC Approval	Cancel Application?
1	All Departments/Colleges	Pending	15-JAN-13				<input type="checkbox"/>

Submit Changes

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.

My Applications

Employment Applications

Seq	Department / Unit	Application Status	Activity Date	Salary	Supervisor Approval	CSC Approval	Cancel Application?
1	Admissions Section	Canceled	15-JAN-13				
2	Career Services Center	Accepted	15-JAN-13				
3	All Departments/Colleges	Pending	15-JAN-13				<input type="checkbox"/>

Submit Changes

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".

Student Employment Time Attendance

Please select an application:

App No.1, Dept. Career Services Center

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.

Student Employment Time Attendance

Note:

*** The time periods should be between 0700 and 2300.
*** The total time hours should not exceed 5 hours in a regular day, 7 hours in a vacation day and 7 hours in a weekend day.
*** The time periods should not conflicts with your another application and registered courses time periods.
*** يجب أن تكون أوقات العمل بين الساعة 0700 حتى 2300
*** يجب أن لا يتجاوز مجموع ساعات العمل 5 ساعات في الأيام الدراسية و 7 ساعات في الإجازات الرسمية و 7 ساعات في نهاية الاسبوع
*** يجب أن لا تتداخل ساعات العمل مع أوقات المحاضرات الدراسية وأوقات العمل

Time Attendance Sheet for TUESDAY 15-JAN-2013

From Time (0700-2300)

To Time (0700-2300)

Submit

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.

End of Month Summary										
Summary of all Months										
Seq	Department / Unit	Month-Year	Performance	Supervisor Approval	Director Approval	CSC Approval	Finance Approval	Hours	Total Salary	Payment Month
1	Career Services Center	JAN-2013	3 - Met expectations	Y	Y	Y		0		

[Return to Menu](#)

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”.

Update Profile

Update Skills
تحديث المهارات

Please select your skills: ①

- English- Average
- English- Excellent
- English- Week
- Ability to translate
- Design web pages
- EXCEL
- ACCESS
- SPSS
- Word
- Power Point
- Adobe Photoshop
- Illustrator
- Typing Arabic
- Typing English
- Secretariat
- Writing and reporting
- Communication skill
- Presentation skill
- Photography skill
- Athletics training skill
- Arabic calligraphy skill
- Painting skill
- Graphic design
- Organizing Events
- Tutoring
- Career Excellence

②