

# Delaware State University



## Student Training Plan

# How does this feature work?

**STEP 1:** Student authenticates via **secure** Single Sign On (SSO) into JobX to apply for a job via JobX.

A screenshot of a web login page for Delaware State University. At the top left is the university's logo, which includes a stylized globe and the text 'Delaware State University'. Below the logo is the text 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'someone@example.com' and the second is labeled 'Password'. Below the fields is a blue button with the text 'Sign in'. At the bottom of the form, there is a link that says 'To change your password, click [here](#)'.

**STEP 2:** Hiring supervisor selects applicant to hire



# Applicant Emailed from JobX

**STEP 3:** Hiring supervisor e-mails applicant informing them they have been selected for this job and need to complete required forms (e.g. I-9, W-4, others) before the hire is approved and they begin work.

The email includes a link to the student's JobX User Dashboard where they can complete any pending form(s). Upon clicking the link the student will securely authenticate into JobX using their institutional credentials to complete their I-9, W-4, and any other onboarding forms.



Send an email

From:

To:

Cc:

Bcc:

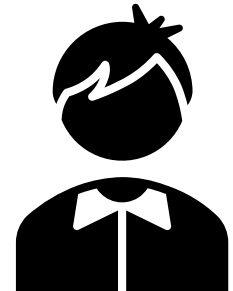
Subject:

You have been selected for the following job:  
Department Name: {Employer}  
Job Title: {JobTitle}

However, as shown below, one (1) or more required forms must be completed before your hire request can proceed to the final approval stage(s) of the onboarding process. Please click here ([LinktoDashboard](#)) to access your required hire forms or login to your JobX 'User Dashboard' to access your required hire forms.

Please Note: Failing to complete these outstanding forms can prevent your hire from being approved.

Body	Ray Rogers1	Validation Failed - I9Flag not on File. - <b>Warning</b>
	✗ I9 Form	Validation Failed - W4Flag not on File. - <b>Warning</b>
	✗ W4 Form	Attending at least 6 credits
	✓ 6 Credit Hours	GPA is 2.0 or greater
	✓ GPA equal or <u>greater</u> than 2	Student is enrolled
	✓ Enrolled	SEO Orientation Completed
	✓ SEO Orientation Completed?	



# Enhanced Employee User Dashboard

**STEP 4:** Student will access their JobX User Dashboard, then click on form link(s) (e.g. I-9, W-4, Other Onboarding Forms) to complete required forms for employment.



Navigation: Home Students JobX Reporting Access & Audit Uploads Site Set up Content Help

### User Dashboard

Please look for details below in **RED**. These are important documents you must complete before you can be hired.

Employee Information Applications Job Mail

#### Employment Eligibility Forms & Details

I9 Status	Not completed	<a href="#">Link to Form</a>
W4 Status	Not Completed	<a href="#">Link to Form</a>
Awarded	Yes	
Grad/Undergrad	U	
Satisfactory Academic Progress	Yes	
Second Semester Freshman or >	Yes	
RCR Training Completed	No	
Enrolled?	Yes	
Credit Hours Greater than or equal to 12	Yes	
Credit Hours Greater than or equal to 6	Yes	
Credit Hours Greater than or equal to 3	Yes	
GPA equal or greater than 2.0	Yes	
SEO Orientation Completed	Yes	

Display:  Employee Information

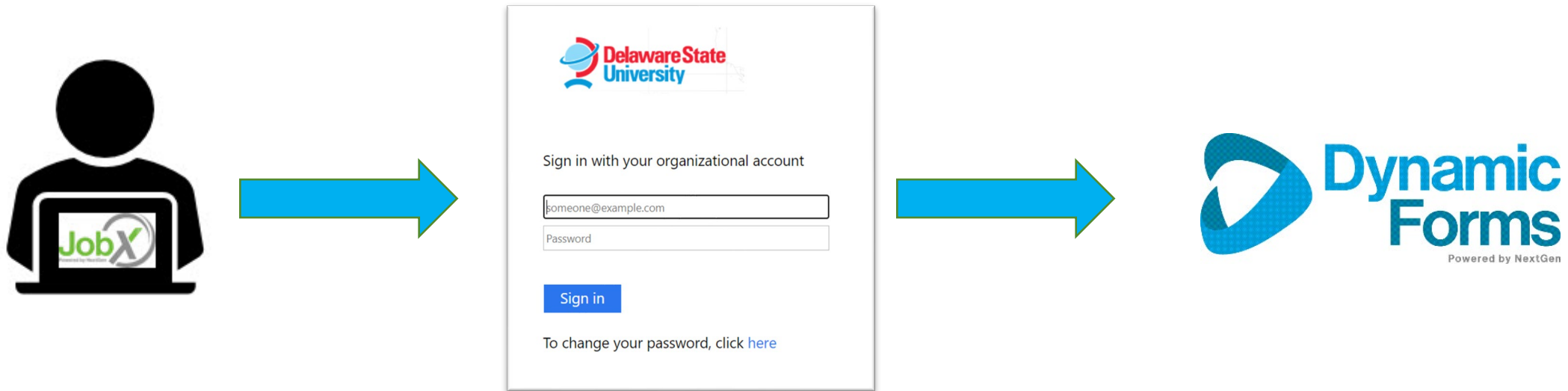
#### Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Forms	Form Status
Test Non-FWS Departmental - On-Campus Job - 01/15/19	BUDGET OFFICE (4009)	\$7.50	01/02/2019	04/01/2019	Arleen Rexrode	<a href="#">FWS Confirmation Form</a> <a href="#">Direct Deposit Form</a>	Pending Pending
Test Non-FWS Departmental- On-Campus Job-11/30/18	ACADEMIC SUPPORT (3113)	\$8.75	11/30/2018	04/01/2019	Test On-Campus Supervisor 1	FWS Confirmation Form	Complete

= Active  = Pending

# Candidate Authenticated into Dynamic Forms

**STEP 5:** Student is seamlessly authenticated into Dynamic Forms via student's institution Single Sign On (SSO) credentials.



# Electronic Form I-9 Workflow - Employee

**STEP 6:** Student will be asked if they have a Social Security Number.


For US Citizens, they'll answer 'Yes' to the question 'Do you have a social security number?'

For Non-US Citizens, they'll answer 'No' to this question and follow the non-citizen I-9 flow below:

- **Non-US Citizens:** Employees will complete section 1 of the form and leave SSN blank
- **Administrator:** Complete section 2 the Form I-9 and it is placed in 'pending queue' for up to 90 days. JobX will show a Hire Status as 'Complete – SSN Missing'
- **Non-US Citizen:** SSN is provided the administrator
- **Administrator:** The SSN is entered on the form. The 'Pending Forms' Hire Status is removed, and the hire request is systematically removed off incomplete forms status.



I9 Questionnaire



---

First Name: \*

Last Name: \*

**Student Section**

Do you have a social security number? \*

[Click here](#) to complete your I9 form.

# Electronic Form – Completed by Employee

**STEP 7:** Student completes their section of the I-9, W-4, Other Onboarding forms & electronically signs the forms



**USCIS Form I-9**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Employment Eligibility Verification**

**START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1: Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial \_\_\_\_\_ Other Last Names Used (if any) \_\_\_\_\_  
(Required)

Address (Street Number and Name) \_\_\_\_\_ Apt. Number \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(Required)

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ U.S. Social Security Number \_\_\_\_\_ Employee's E-mail Address \_\_\_\_\_ Employee's Telephone Number \_\_\_\_\_  
(Required)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A \_\_\_\_\_

3. A \_\_\_\_\_

4. An \_\_\_\_\_

**Form W-4**  
Employee's Withholding Certificate

Department of the Treasury Internal Revenue Service

OMB No. 1545-0074  
2020

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
-Leave Form W-4 to your employer.  
-Your withholding is subject to review by the IRS.

**Step 1: Enter Personal Information**

(a) First name \_\_\_\_\_ (b) Social security number \_\_\_\_\_  
Last name \_\_\_\_\_  
Address \_\_\_\_\_  
City or town, state, and ZIP code \_\_\_\_\_  
Do your name match the name on your social security card? If not, do \_\_\_\_\_  
Name on your social security card: \_\_\_\_\_  
City or town, state, and ZIP code: \_\_\_\_\_  
Name on your social security card: \_\_\_\_\_  
City or town, state, and ZIP code: \_\_\_\_\_

(c) Single or married filing separately \_\_\_\_\_  
(d) Married filing jointly (or Qualifying widow(er)) \_\_\_\_\_  
(e) Head of household (check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) \_\_\_\_\_

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

(a) Use the estimator at [www.irs.gov/104546](http://www.irs.gov/104546) for most accurate withholding for this step. (and Steps 3-4) or  
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Step 3: Claim Dependents**

If your income will be \$20,000 or less (or \$20,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 \_\_\_\_\_  
Multiply the number of other dependents by \$500 \_\_\_\_\_  
Add the amounts above and enter the total here \_\_\_\_\_

**Step 4: Other Adjustments**

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income \_\_\_\_\_  
(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here \_\_\_\_\_  
(c) Extra withholding. Enter any additional tax you want withheld each pay period \_\_\_\_\_

**Step 5: Sign Here**

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.  
Employee's signature \_\_\_\_\_ Date \_\_\_\_\_  
This form is not valid unless you sign it. (click to sign)

**Employers Only**

Employer's name and address \_\_\_\_\_ First date of employment \_\_\_\_\_ Employer identification number (EIN) \_\_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 102202 Form W-4 (2019)

Form G-4 (Rev. 1/13)

**STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

1a. YOUR FULL NAME \_\_\_\_\_ 1b. YOUR SOCIAL SECURITY NUMBER \_\_\_\_\_

2a. HOME ADDRESS (Number, Street, or Rural Route) \_\_\_\_\_ 2b. CITY, STATE AND ZIP CODE \_\_\_\_\_

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

**3. MARITAL STATUS**  
(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)  
A. Single: Enter 0 or 1 \_\_\_\_\_ [ ]  
B. Married Filing Joint, both spouses working: Enter 0 or 1 \_\_\_\_\_ [ ]  
C. Married Filing Joint, one spouse working: Enter 0 or 1 \_\_\_\_\_ [ ]  
D. Married Filing Separate: Enter 0 or 1 \_\_\_\_\_ [ ]  
E. Head of Household: Enter 0 or 1 \_\_\_\_\_ [ ]

**4. DEPENDENT ALLOWANCES** [ ]

**5. ADDITIONAL ALLOWANCES** [ ]  
(worksheet below must be completed)

**6. ADDITIONAL WITHHOLDING \$** \_\_\_\_\_

**WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES**  
(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:  
Yourself:  Age 65 or over  Blind  
Spouse:  Age 65 or over  Blind Number of boxes checked \_\_\_\_\_ x 1300 \_\_\_\_\_ \$ \_\_\_\_\_

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:  
A. Federal Estimated Itemized Deductions \_\_\_\_\_ \$ \_\_\_\_\_  
B. Georgia Standard Deduction (enter one): Single/Head of Household \$2,300  
Each Spouse \$1,500 \$ \_\_\_\_\_  
C. Subtract Line B from Line A \_\_\_\_\_ \$ \_\_\_\_\_  
D. Allowable Deductions to Federal Adjusted Gross Income \_\_\_\_\_ \$ \_\_\_\_\_  
E. Add the Amounts on Lines 1, 2C, and 2D \_\_\_\_\_ \$ \_\_\_\_\_  
F. Estimate of Taxable Income not Subject to Withholding \_\_\_\_\_ \$ \_\_\_\_\_  
G. Subtract Line F from Line E (if zero or less, stop here) \_\_\_\_\_ \$ \_\_\_\_\_  
H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above \_\_\_\_\_ \$ \_\_\_\_\_  
(This is the maximum number of additional allowances you can claim. If the remainder is over \$1,500 round up)

7. LETTER USED (Marital Status A, B, C, D, or E) \_\_\_\_\_ TOTAL ALLOWANCES (Total of Lines 3 - 5) \_\_\_\_\_  
(Employer: The letter indicates the tax tables in the Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.  
a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here   
b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is \_\_\_\_\_ My spouse's (servicemember) state of residence is \_\_\_\_\_ The states of residence must be the same to be exempt. Check here

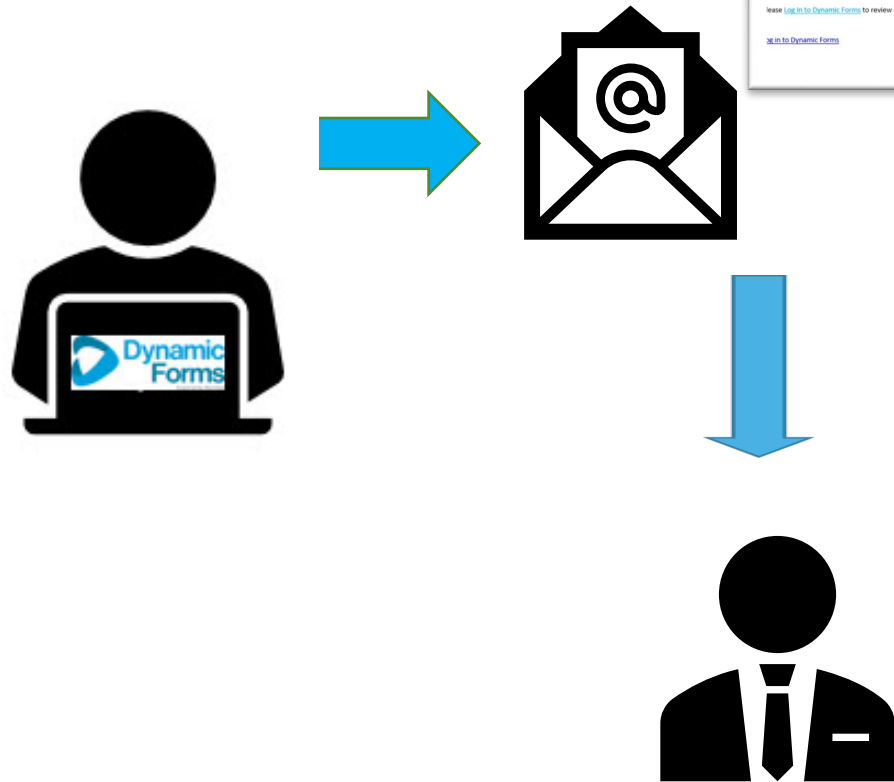
I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding. If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, P. O. Box 49432, Atlanta, GA 30359.

9. EMPLOYER'S NAME AND ADDRESS: \_\_\_\_\_ EMPLOYER'S FEIN: \_\_\_\_\_

# Admin Completes Forms

**STEP 8:** Dynamic Forms sends email to school's admin to complete their section of the form, if applicable. For Form I-9, the student will need to physically show required documents to school admin in person.



Pending Status: Form I-9 Section 2 Approval

notifying@webolutions.com  
To: Chris Rivers

His notification is informing you that one or more employees have completed Section 1 of the Form I-9 and are now waiting for the approval Section 2 for the Form I-9. Section 2 should be completed within 3 business days from the employer's start date.

Make [log in to Dynamic Forms](#) to review and complete the pending Form I-9(s).

[Log in to Dynamic Forms](#)

Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

Section 2. Employer or Authorized Representative Review and Verification  
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of examining one document from List A OR a combination of one document from List B and one document from List C to see this list of these documents, click [here](#).)

Employee info from Section 1: Last Name (Family Name): Rogers, First Name (Given Name): Roy

Identify and Employment Authorization: LIST A OR LIST B Identify

Document Title: I-9, CHOOSE --, Document Title: I-9, CHOOSE --  
Issuing Authority: Issuing Authority, Issuing Authority: Issuing Authority  
Document Number: Document Number, Document Number: Document Number  
Expiration Date (if any) (mm/dd/yyyy): Expiration Date (if any) (mm/dd/yyyy)

Additional Information

Certification: I attest, under penalty of perjury, that I have examined the document(s) presented and the information is true and correct to the best of my knowledge and belief, and (3) to the best of my States.

The employee's first day of employment (mm/dd/yyyy): 04/06/2020 (See instructions for exemptions)

Signature: Sage Hanks, Title of Employer or Authorized Representative: Supervisor, Date: 04/06/2020, 1:29 PM

Last Name of Employer or Authorized Representative: Hanks, First Name of Employer or Authorized Representative: Sage, Employer's Business or Organization Name: SCAD  
Employee's Business or Organization Address (Street Number and Name): 112345, City or Town: Savannah, State: GA, Zip Code: 31304

Form I-9 (07-17-17) N Page 2 of 4

withholding  
**General Instructions**  
If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages. You can also use the calculator at [www.irs.gov/W4app](#) to determine your tax withholding more accurately. Consider using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at [www.irs.gov/W4app](#) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4app](#) to find out if you should adjust your withholding on Form W-4 or W-4P. **Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

spouse if you are filing a joint return. **Line F. Credit for other dependents.** When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

1 Your first name (Last Name, Family Name): Roy, MI: Rogers, 2 Your social security number: 123-45-6789

3 or Single Married Married, but withheld at higher Single rate  
Home address (number and street or rural route): 12345, City or town, state, and ZIP code: (City), (State), (ZIP)

4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages): 5

6 Additional amount, if any, you want withheld from each paycheck: 6

7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption:  
• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability; and  
• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.  
If you meet both conditions, write "Exempt" here: 7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.  
**Employee's signature:** Roy Rogers, Date: 03/05/2020, 2:55 PM

8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and boxes 8, 9, and 10 if sending to State Directory of New Hires.): SCAD, 123 Test St, City, State, ZIP Code: 04/06/2020, This field is required, 26, 1234567

9 First date of employment: 04/06/2020, 10 Employer identification number (EIN): 26-1234567

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form W-4 (2019)

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding.** If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, 1800 Century Blvd NE, Suite 8200, Atlanta, GA 30345

**9. EMPLOYER'S NAME AND ADDRESS:** \_\_\_\_\_  
**EMPLOYER'S FEIN:** \_\_\_\_\_

**EMPLOYER'S WH#::** \_\_\_\_\_

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.



# JobX Dashboard Updated

**Step 9:** Form Statuses updated on User Dashboard to show 'Student Section Complete, Pending Approval(s)'



User Dashboard

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Student Section Complete, Pending Approval(s)
W4 Status	Student Section Complete, Pending Approval(s)
Awarded	Yes
Grad/Undergrad	U
Satisfactory Academic Progress	Yes
Second Semester Freshman or >	Yes
RCR Training Completed	Yes
Enrolled?	Yes
Credit Hours Greater than or equal to 12	Yes
Credit Hours Greater than or equal to 6	Yes
Credit Hours Greater than or equal to 3	Yes
GPA equal or greater than 2.0	Yes
SEO Orientation Completed	Yes

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Test - Clerical Job	Student Employment Office	\$9.25	12/06/2019	03/31/2020	Test On-Campus Supervisor 1	W4 Form : Student Section Complete, Pending Approval(s) I9 Form: Student Section Complete, Pending Approval(s)	Incomplete - Pending Forms

= Active  = Pending  = Incomplete - Pending Forms  = Approved - Pending Forms

Awards

There are no awards to display.

# Form Admin Completes Forms

**Step 10:** Form I-9 or W-4 completed by school admin through Dynamic Forms.



# User Dashboard Updated – Workflow Completed!

## Step 11: Form Statuses updated on the JobX User Dashboard



Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Students](#) [Help](#)

### User Dashboard

[Employee Information](#) [Applications](#) [Job Mail](#)

**WAIT!!!!** You may still need to complete one or more forms required before you can be hired and begin working. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any before you can be hired. If you DO need to complete any outstanding forms, the form links will be highlighted in pink below. Please click the blue link next to the first form status that is 'Not Completed' so you may complete the form. This link will open a new window/tab to complete the form. Please complete this process for all forms 'Not Completed'.

#### Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Awarded	Yes
Grad/Undergrad	U
Satisfactory Academic Progress	Yes
Second Semester Freshman or >	Yes
RCR Training Completed	No
Enrolled?	Yes
Credit Hours Greater than or equal to 12	Yes
Credit Hours Greater than or equal to 6	Yes
Credit Hours Greater than or equal to 3	Yes
GPA equal or greater than 2.0	Yes
SEO Orientation Completed	Yes

Display:  Employee Information

#### Hires

# Final Approval

**Step 12:** Students will not be approved to work, until they received a Hire Approval e-mail stating they may begin work.



# Questions?

**Please contact:**

Please add contact information for student questions.