QUEST MANUAL

AN EMPLOYER GUIDE FOR THE

UWSP JOB QUEST SYSTEM
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging In</td>
<td>3</td>
</tr>
<tr>
<td>Employer Profile</td>
<td>4</td>
</tr>
<tr>
<td>Posting a New Job</td>
<td>5</td>
</tr>
<tr>
<td>Re-Posting a Job</td>
<td>6</td>
</tr>
<tr>
<td>Searching Students</td>
<td>8</td>
</tr>
<tr>
<td>Viewing Work Study Allotments</td>
<td>8</td>
</tr>
<tr>
<td>Hiring A New Employee</td>
<td>9</td>
</tr>
<tr>
<td>Re-Hire An Employee</td>
<td>11</td>
</tr>
<tr>
<td>Change Wage</td>
<td>11</td>
</tr>
<tr>
<td>Previously Hired Students</td>
<td>12</td>
</tr>
<tr>
<td>Lump Sum Payment</td>
<td>13</td>
</tr>
</tbody>
</table>
LOGGING ONTO THE SYSTEM

Go to www.uwsp.edu/centers/sieo

Go to the Employer Tab or select QUEST from the left hand menu and then Employer Long-In

- Logon using your UWSP logon and password (on-campus employers)
- Logon using your QUEST logon (off-campus employers)

Use the top navigation bar to move through the system.

Use the “Job Summary” links to view Active, Pending, and Expiring Jobs.

*NONE: To protect your personal information, remember to Log Off and clear your cache.*
YOUR EMPLOYER PROFILE

**Contact Information**

- **Login ID**: Your campus logon ID
- **Name, address, and phone**: Listed as it appears in the campus information system.
- **Keep contact Info. Private**: Used for employers that do not want students to view their contact information. Typically, on-campus employers would use the default “no”.

**Your employer profile includes information about your office and your contact information. Selecting “Edit” will allow the contact to change fields.**

### Contact Information

**Login ID** - Your campus logon ID

**Name, address, and phone** – Listed as it appears in the campus information system.

**Keep contact Info. Private** – Used for employers that do not want students to view their contact information. Typically, on-campus employers would use the default “no”.

### Employer Information

**Employer Name** - The official name of your department.

**Web Site** – Your office or department web site (optional).

**Profile** – A brief description of your office or your mission statement (optional). We recommend that employers list both a profile and a website. As we educate students on researching potential places of employment, this information is useful.

Select “Edit” to change your web site address or profile.
POSTING A NEW JOB

From the Main Menu – Select “Jobs” and then “Add Job”

- **Contact information** is automatically loaded into the job. However, you can change the job contact information if needed.

- **Enter the Job Title**

- **List specific duties of position and include any incentives.**

- **List specific qualifications, certifications, or training required.**

- **Describe how the applicant should contact your about the position. In person, via phone or email, or by mail.**

- All positions require a wage and must meet the state minimum wage requirements. Positions requiring students to “invest” in materials (purchase product and then re-sell) or strictly commission positions will not be posted.

- If you are eligible to post work study positions, you can choose “Work Study,” “Non-Work Study,” or “Non-WS or Work Study.”

- Position Start date must be written in MM/DD/YYYY format.
REPOSTING A POSITION

From the Main Menu – Select “Jobs” and then “View/Edit Job”

Enter search criteria to find the job you would like to re-post and select “Search.”

If another person has posted the position in the past, you will need to search under their name. Click on Contacts and choose All Contacts. Then select the position you would like to update.
Select the job you would like to re-post from the list.

The reposted job will duplicate the job information from the inactive job. A new job number will be assigned and the old position will be stored in the Archive file.

Update the PD as you wish. You will need to add a posting start/end date in the following format: MM/DD/YYYY.
SEARCHING FOR STUDENTS AND VIEWING WORK STUDY ALLOTMENTS

From the Main Menu – Select “Students” and then “View Students”

Type in last name, first name to see list of students.

Students Work Study Award and Balance—Please keep this information confidential.
HIRING A NEW EMPLOYEE

From the Main Menu – Select “Students” and then “Hire”

- Enter student’s ID number
- Your Job ID Number
- The account from which the student will be paid.
- Select “Find”
- Don’t know the job ID? Select “Jobs” and then “View/Edit Job.”
- The ID will be the first number.
- Move your cursor to the far right and click on “Hire.”

Select “Hire” to process the paperwork electronically.

You can hire multiple students for the same position by selecting the “Clear Students” button after selecting the “Hire” button.
The payroll authorization form is automatically sent to Student Payroll once you hire a student. To view the form, select “view form” after you hire the student.

When a student is hired, he/she receives the following email:

Please print this for your records

Congratulations! You have been hired for the following job:
Job Title: Job A repost
Job Description: Everything
Wage: $7.25

This information has been sent to the Student Payroll Office for processing. If this is your first job on the UWSP campus, you must stop by the Personnel/Payroll Office located in Room 116 Old Main to complete an I-9 form as well as a W-4 form.

You are also required to sign up for Payroll Direct Deposit. You can complete this process on-line at http://www.uwsp.edu/admin/busaffairs/bursar/directdeposit.htm.

Your student earnings statements are available online at http://www.uwsp.edu/paystub

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**UWSP - Student Help Appointment**

**Name:** Smith, Adam M  
**Academic Year:** 2004  
**SSN:** 387945613

**Job Hire**

- **Salary Basis:** Hourly Rate
- **Effective Date:** 03/01/2005
- **Major Dept.:** 999999
- **End Date/Term:** Academic Year 2004
- **Pay Category:** 1 Labor and Attendant
- **Base Rate:** $6.00
- **Job Type:** Regular
- **Add'l Job:** Cleaning
- **Supervisor:** Manzke, Rob

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When a student is hired, he/she receives the following email:
WAGE CHANGES & REHIRES

Employers are able to increase student employee wages and/or re-hire* a student through the following process.

From the Main Menu – Select “Students” and then “Wage Change/Rehire”

* Employers can use this same process to “rehire” a student. Students who have worked for you in the same position, in a previous pay session (ex. Worked during the academic year and will continue to the summer), would be “re-hired” into the system. New employees or students changing jobs would be “hired” into the system.
PREVIOUSLY HIRED STUDENTS

From the Main Menu – Select “Students” and then “Previously Hired Students”

You can view previously hired students for all of the areas that you are a contact for.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Post Start Date</th>
<th>Employer</th>
<th>Contact</th>
<th>Hired Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearing</td>
<td>03/01/05</td>
<td>MERG/University Centers</td>
<td>Bob</td>
<td>Smith, Adam</td>
</tr>
<tr>
<td>Administrative Office Assistant – Workstudy</td>
<td>02/09/05</td>
<td>CNR</td>
<td>Patton, Tommy</td>
<td>No</td>
</tr>
<tr>
<td>Web Programmer</td>
<td>01/30/06</td>
<td>AIS</td>
<td>The Man</td>
<td>Jenner, Daniel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Bera, Amanda</td>
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<tr>
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<td></td>
<td></td>
<td>Trzesniski, Jane</td>
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<td>Clegg, Sarah</td>
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<td></td>
<td>Necuha, Amanda</td>
</tr>
<tr>
<td>Paper Sorter</td>
<td>01/15/05</td>
<td>AIS</td>
<td>Ca Man</td>
<td>Ludlkie, Wendy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Page, Mysti</td>
</tr>
<tr>
<td>Reader</td>
<td>01/12/05</td>
<td>AIS</td>
<td>Ca Man</td>
<td>Bera, Amanda</td>
</tr>
<tr>
<td>Job A repost</td>
<td>01/05/05</td>
<td>AIS</td>
<td>Ca Man</td>
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</tr>
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<td></td>
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<td>Branten, Patricia</td>
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<tr>
<td>Job A Rappst 2</td>
<td>01/05/05</td>
<td>AIS</td>
<td>Ca Man</td>
<td>Bera, Amanda</td>
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<tr>
<td>Assistant</td>
<td>01/04/05</td>
<td>AIS</td>
<td>Ca Man</td>
<td>Bera, Amanda</td>
</tr>
<tr>
<td>Job B</td>
<td>11/30/04</td>
<td>AIS</td>
<td>The Man</td>
<td>Audkine, Kristina</td>
</tr>
</tbody>
</table>
LUMP SUM PAYMENTS

Lump sum payments are intended to be for 1-time jobs that take place over a short period of time.

Input Student ID number and select “Find”

Complete each blank box that is identified with a red asterisk *.

Add Payment Amount. The payment amount must be at least minimum wage.

Enter instructions about how to issue a payment. Ex. Pay on the next pay period, or Pay 1/2 on Oct. 1 and the remaining balance on Dec. 15.