

UNIVERSITY OF WISCONSIN-STEVENSON POINT

QUEST MANUAL

AN EMPLOYER GUIDE FOR THE
UWSP JOB QUEST SYSTEM



TABLE OF CONTENTS

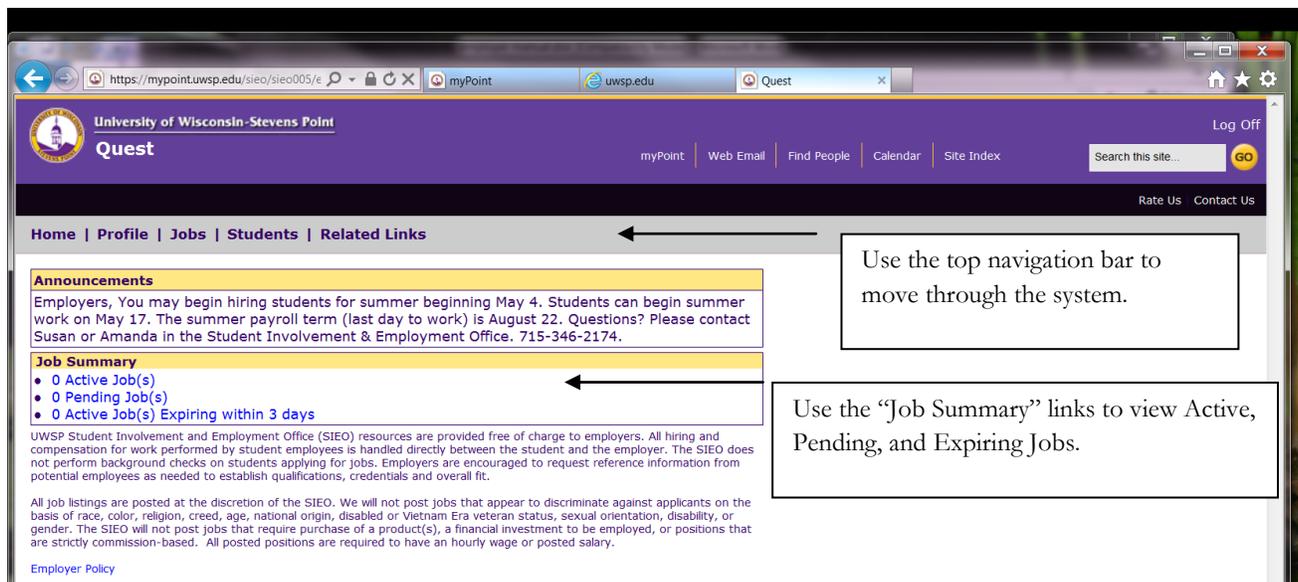
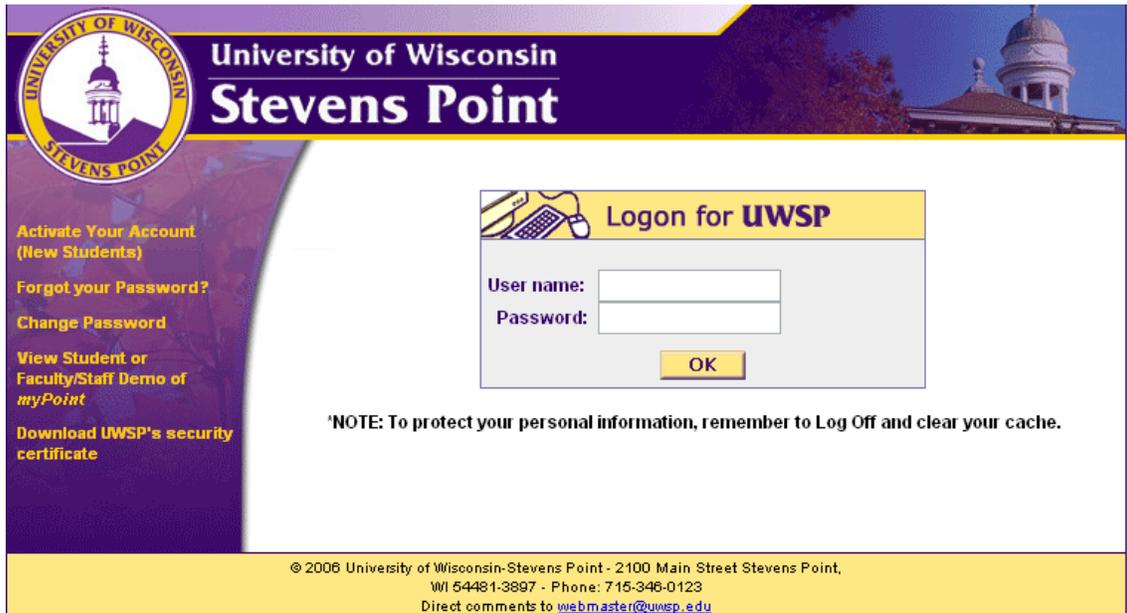
Logging In	3
Employer Profile	4
Posting a New Job	5
Re-Posting a Job	6
Searching Students	8
Viewing Work Study Allotments	8
Hiring A New Employee	9
Re-Hire An Employee	11
Change Wage	11
Previously Hired Students	12
Lump Sum Payment	13

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)



YOUR EMPLOYER PROFILE

University of Wisconsin-Stevens Point
Quest - View/Edit Contact

myPoint | Web Email

Home | Profile | Jobs | Students | Related Links

Contact Information ←

Employer Name: Student Involvement and Employment
Login ID: slebow
Last Name: LeBow
First Name: Susan
Display Name: LeBow, Susan
Department: Stu Inv/Emp
***Address Line 1:** UW Stevens Point
Address Line 2: UC Addition 1 0011E
***City:** Stevens Point
***State:** WI
***Zip:** 54481
***Phone:** 715-346-2174
Alternate Phone:
Fax: 715-346-4895
Email Address: slebow@uwsp.edu
Keep contact Info Private: No

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WI 54481-3897 - Phone: 715-346-0123
Direct comments to Student Involvement & Employment

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: Student Involvement and Employment
Display Name: Student Involvement and Employment
Website: <http://www.uwsp.edu/centers/sieo>
Profile: As the leader of co-curricular involvement, the Student Involvement and Employment Office promotes personal and professional development of our UWSP students through collaboration with the campus and local community in offering experiential learning opportunities to engage students as they prepare for life beyond the university.

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”

University of Wisconsin-Stevens Point
Quest - View/Edit/Create Job

myPoint | Web Email | Find

Home | Profile | Jobs | Students | Related Links

Save Cancel

Job Contact Information:

Employer: Student Involvement and Employment
Last Name: LeBow
First Name: Susan
Generic Name: LeBow, Susan
Department: Stu Inv/Emp
*Address Line 1: UW Stevens Point
Address Line 2: UC Addition 1 0011E
*City: Stevens Point
State: WI
*Zip: 54481
*Phone: 715-346-2174
Alternate Phone:
Fax: 715-346-4895
Email Address: slebow@uwsp.edu

Position Information:

*Job Title: REC
Job ID:
*Duties: REC
*Qualifications: REC
*Application Instructions: REC
*Number of Positions:
*Wages/Compensation:
*Hours: 1-5 Hrs/Week
*Job Type: Non-WS or Work Study
*Position Start Date: help with dates
Position End Date:

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.

Posting Information:

* **Location:** Use CTRL to select more than one.
 On Campus
 Walking Distance from Campus
 Stevens Point Area
 Ripon
 Wausau

* **Category:** Use CTRL to select more than one.
 Arts
 Athletics/Fitness
 Bartending
 Biology
 Business/Accounting

Skills Gained: Use CTRL to select more than one.
 Communication Skills
 Computer - CAD
 Computer - Database
 Computer - Design
 Computer - IBM

Add'l Skills Gained:

* **Posting Start Date:** 06/15/2015

* **Posting End Date:** 07/06/2015

Student Viewing Status: Submit for Review

Save Cancel

Required fields. To select multiple categories, hold the <Control> button while choosing.

Skills Gained—Us this area to select skills that an employee will gain as a result of working in your area.

Submit for Review—Position will be posted after review.

Inactive—Position will not be posted for students to view.

Calendar icon allows you to select a specific date from an online calendar.

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Posting Start Date—When you would like students to begin viewing the job.
 Posting End Date—When the posting will close.

REPOSTING A POSITION

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

University of Wisconsin-Stevens Point
Quest - Search for Job

Home | Profile | Jobs | Students | Related Links

Choose your search criteria and click **Search** for the results.

Job Search

Search Reset

Job

Job Id: Student Viewing Status:

Keyword(s): Job Type:

Employer

Employer Name:

Contact

Contacts:

Search Reset

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.

Search Results: 30 jobs New Search

Job ID	Job Title	Job Type	Status	Post End Date	Employer Name	Contact Name	
19112	America Reads Tutor (Academic Year 2015-2016)	WS	Active	08/01/15	Student Involvement and Employment	Thielen, Amanda	Hire
19239	Student Assistant - Academic Year	WS	Active	06/30/15	Student Involvement and Employment	Davis, Cody	Hire
19119	Job Fair Coordinator	NWS/WS	Inactive	06/12/15	Student Involvement and Employment	Davis, Cody	Hire
18738	Student Greek Life Coordinator	NWS/WS	Inactive	04/27/15	Student Involvement and Employment	Davis, Cody	Hire

Select the job you would like to re-post from the list.

Viewed 59 Times

Job Contact Information:

Employer: Student Involvement and Employment
 Last Name: Thielen
 First Name: Amanda
 Generic Name: Thielen, Amanda
 Department:
 *Address Line 1: DUC Room 344A
 Address Line 2:
 *City: Stevens Point
 State: WI
 *Zip: 54481
 *Phone: 715-346-4399
 Alternate Phone:
 Fax:
 Email Address:

Position Information:

*Job Title: Job Fair Coordinator
 Job ID: 19119
 *Duties: Job Location Development (JLD)
 Coordinate August employer recruiting
 Be knowledgeable of the QUEST job search system and all of its components and maintenance
 Activate and approve jobs in QUEST conjunction with full-time staff
 Keep record of student earnings on a weekly basis as well as at the end of the fiscal year
 Job Fairs
 Organize Summer Job Fair, Fall Job Fair, and Summer Camp & Recreation Job Fair annually and within budget

Modification History

Last Modified: 06/12/2015 08:30:00 PM
 by SIEO
 Created: 05/18/2015 09:39:28 AM
 by cdav355

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.

Posting Information:

*Location: Use CTRL to select more than one.
 On Campus
 Walking Distance from Campus
 Stevens Point Area
 Plover
 Wausau

*Category: Use CTRL to select more than one.
 Arts
 Athletics/Fitness
 Bartending
 Biology
 Business/Accounting

Skills Gained: Use CTRL to select more than one.
 Communication Skills
 Computer - CAD
 Computer - Database
 Computer - Design
 Computer - IBM

Add'l Skills Gained:

*Posting Start Date: 06/15/2015

*Posting End Date: 07/06/2015

Student Viewing Status:

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”


University of Wisconsin-Stevens Point
Quest - Search for Student
[Home](#) | [Profile](#) | [Jobs](#) | [Students](#) | [Related Links](#)

Choose your search criteria and click **Search** for the results.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Student Search

Student

Last Name:
 First Name:
 Student Id:
 Email:

Classification:

- Freshman
- Sophomore
- Junior
- Senior
- Undergrad Special
- Graduate

Work Study:
 Term:

Majors:

- ART
- ART(BFA)
- ART-2DIMENSIONAL EMPHASIS
- ART-2DIMENSIONAL EMPHASIS

Job Skills:

- Certifications - CDL
- Certifications - CNA
- Certifications - CPR
- Certifications - First Aid
- Certifications - Lifeguard

Job Categories:

- Arts
- Athletics/Fitness
- Bartending
- Biology
- Business/Accounting

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

Personal Information

Last Name: Smith
 First Name: Amber
 Middle Name: M
 Email Address: asmit601@uwsp.edu

Home Address	Local Address
Line 1: 24234 180th Avenue Line 2: City: Audubon State: MN Zip: 56511 Phone: 218-439-6777	Line 1: 1516 Franklin St Apt 9 Line 2: City: Stevens Point State: WI Zip: 54481 Phone: 218-841-9131

Demographic Information

Classification: 2ND SEM SENIOR
 Majors: FORESTRY MANAGEMENT
 Minors: SOIL SCIENCE

WorkStudy Information

TYPE	AWARDED	EARNED	REMAINING
Academic 2004-2005 Award Year	2400	0	2400

Students Work Study **Award and Balance**—
Please keep this information confidential.

HIRING A NEW EMPLOYEE

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

Home | Profile | Jobs | Students | Related Links

Find Cancel

Student Information:

*Student Id:

Job Information:

*Job Id: Search for Job

*Compensation Type: Hourly Rate Hire Lump Sum Job

*Account: *Term: Academic Year 2005

Find Cancel

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Enter student's ID number

Your Job ID Number

The account from which the student will be paid.

Select "Find"

University of Wisconsin-Stevens Point
Quest - Job Search Results

Home | Employers | Contacts | Jobs | Students | Announcements | Reports

Search Results: 25 jobs

Job ID	Job Title	Job Type	Status	Post Start Date	Post End Date	Num Views	Employer	Contact	Hire
19239	Student Assistant - Academic Year	WS	Active	06/10/15	06/30/15	13	Student Involvement and Employment	Davis, Cody	Hire
19119	Job Fair Coordinator	NWS/WS	Inactive	05/18/15	06/12/15	59	Student Involvement and Employment	Davis, Cody	Hire
18956	Assistant Child Care Director	NWS	Inactive	04/29/15	05/19/15	0	YMCA - Stevens Point	Regan, Emily	Hire
18850	Student Manager	NWS/WS	Inactive	04/16/15	04/29/15	91	Cardio Center	Davis, Cody	Hire
18609	2015 Summer Job Fair!	NWS/WS	Inactive	03/26/15	04/07/15	138	Student Involvement and Employment	Myers, Nicholas	Hire
18514	Student Manager	NWS/WS	Inactive	02/11/15	04/01/15	87	Basement Brewhaus	Davis, Cody	Hire
18322	Student Photographer	NWS/WS	Inactive	02/13/15	02/19/15	78	Career Services	Koch, Taylor	Hire
18273	Student Manager	NWS/WS	Inactive	02/06/15	02/27/15	155	Student Involvement and Employment	Davis, Cody	Hire
18275	Employment Outreach Coordinator	NWS/WS	Inactive	02/06/15	02/27/15	87	Student Involvement and Employment	Davis, Cody	Hire
18259	2015 Summer Camp and Recreation Fair!	NWS	Inactive	02/04/15	02/25/15	102	Student Involvement and Employment	Myers, Nicholas	Hire
17948	Student Employment Coordinator	NWS/WS	Inactive	12/15/14	01/04/15	195	University Centers Administration	Gonnering, Courtney	Hire
17850	News Director	NWS/WS	Inactive	11/05/14	11/18/14	0	90FM Radio Station	Gosz, John	Hire

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."

University of Wisconsin-Stevens Point
Quest - Hire Student

Home | Employers | Contacts | Jobs | Students | Announcements | Reports

Hire Clear Student Cancel

Student Information:

*Student Id: 11287107 Carufel, Iris

Job Information:

*Job Id: 18274 Search for Job Service Trip Coordinator

*Compensation Type: Hourly Rate

*Account: 153687 *Term: Summer 2015

*Supervisor Last Name: LeBow *First Name: Susan

*Phone: 715-346-4399 *Email Address:

*Start Date: 09/01/2015 *Hourly Rate: 8.25 View Wage Rate Schedule

*Pay Category: 5 Administrative/Supervisory *Job Type: Regular

Hire Clear Student Cancel

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Direct comments to Student Involvement & Employment

Verify Student Name

Add Start Date and Hourly Rate of Pay

- Choose one of five pay categories:
- Labor/Attendant
 - Clerical
 - Technical
 - Instructional Support
 - Administrative/Supervisory

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.

UWSP - Student Help Appointment

New Hire

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

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

Please print this for your records

Congratulations! You have been hired for the 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 <http://www.uwsp.edu/admin/busaffairs/bursar/directdeposit.htm>.

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

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”

Home | Profile | Jobs | Students | Related Links

Wage Change/Rehire Step 1: Enter criteria to find a student and press Search.

Student Search

Search Reset

Student

Last Name: ← **Majors:** ART
 ART(BFA)
 ART-2DIMENSIONAL EMPHASIS
 ART-2DIMENSIONAL EMPHASIS

First Name:

Student Id:

Email:

Classification: Freshman
 Sophomore
 Junior
 Senior
 Undergrad Special
 Graduate

Job Skills: Certifications - CDL
 Certifications - CNA
 Certifications - CPR
 Certifications - First Aid
 Certifications - Lifeguard

Job Categories: Arts
 Athletics/Fitness
 Bartending
 Biology
 Business/Accounting

Work Study:

Term:

Search Reset

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Enter student information

Home | Profile | Jobs | Students | Related Links

Wage Change/Rehire Step 2: Select a student to work with.

Search Results: 1 students [New Search](#)

Student Name	Student Id	Classification	Workstudy
Clark, Amy L	11196940	2ND SEM SENIOR	N

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 Direct comments to rmanzke@uwsp.edu

Select the student

Home | Profile | Jobs | Students | Related Links TEST MODE Help Contact Us Rate Us UWSP Search

Wage Change/Rehire Step 3: In Hire History table on the right hand side, click "Wage Change/Rehire" link of the job.

Personal Information

Last Name: Clark
 First Name: Amy
 Middle Name: L
 Email Address: aclar940@uwsp.edu

Home Address

Line 1: 1135 Higgins Avenue
 Line 2:
 City: Neenah
 State: WI
 Zip: 54956
 Phone: 920-729-6268

Local Address

Line 1: 2625 4th Ave Apt 7
 Line 2:
 City: Stevens Point
 State: WI
 Zip: 54481
 Phone: 920-729-6268

Demographic Information

Classification: 2ND SEM SENIOR
 Majors: INTERNATIONAL STUDIES
 POLITICAL SCIENCE
 Minors:

WorkStudy Information

Modification History

Last Modified: 10/16/05 02:10 PM
 by:aclar940
 Created: 04/01/05 11:04 AM
 by:aclar940

Hire History

Job	Employer	Hire Date	Wage
Student Assistant/Summer	Student Involvement and Employment	03/31/06	8.95
			Wage Change/Rehire
Student Assistant/Summer	Student Involvement and Employment	03/31/05	7.05
			Wage Change/Rehire
Student Assistant/Summer	Student Involvement and Employment	05/17/05	7.05
			Wage Change/Rehire

In Hire History table on the right hand side, click "Wage Change/Rehire" link of the job.

* 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.

Home | Profile | Jobs | Students | Related Links

Change Wage Clear Student Cancel

Student Information:

*Student Id: 11196940 Clark, Amy
 Already hired for Job ID: 1036
 Already hired for Job ID: 3507
 Already hired for Job ID: 480 Account: 101396 Wage: \$7.05
 Already hired for Job ID: 480 Account: 101396 Wage: \$8.95
 Student has already been hired for this job.
 You can submit a request to Change their wage.

Job Information:

*Job Id: 480 Search for Job Student Assistant/Summer
 *Compensation Type: Hourly Rate Hire Lump Sum Job
 *Account: 101396 *Term: Academic Year 2005
 *Supervisor Last Name: LeBow *First Name: Susan
 *Phone: 715-346-2174 Email Address: slebow@uwsp.edu
 *Effective Date: *Hourly Rate: 8.95
 *Pay Category: 1 Labor and Attendant *Job Type: Regular

Change Wage Clear Student Cancel

Enter new wage. Select Change Wage button.

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.

Home | Employers | Contacts | Jobs | Students | Announcements | Reports

Search Results: 9 jobs [New Search](#)

Job Title	Post Start Date	Employer	Contact	Hired Students
Cleaning	03/01/05	UWSP/University Centers	Rob	Smith, Adam 6.00
Administrative Office Assistant - Workstudy	02/09/05	CNR	Hanson, Tammy	Nothem, Kelly 5.75 Nothem, Kelly 5.75
Web Programmer	01/30/05	AIS	The Man	Annen, Daniel 8.00 Bera, Amanda 6.25 Brzezinski, Angie 12.00 Clegg, Sarah 8.45 Nechuta, Amanda 8.45
Paper Sorter	01/15/05	AIS	Da Man	Ludtke, Wendy 15 Paige, Mysti 5.15 Paige, Mysti 5.5
Reader	01/12/05	AIS	Da Man	Bera, Amanda 5.65
Job A repost	01/05/05	AIS	Da Man	Bera, Amanda 8.50 Branton, Patricia 7.00
Job A Repost 2	01/05/05	AIS	Da Man	Branton, Patricia 12.00
Assistant	01/04/05	AIS	Da Man	Bera, Amanda 6.6
Job B	11/30/04	AIS	The Man	Adkins, Kristina 9.99

LUMP SUM PAYMENTS

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

The screenshot shows the top navigation bar with the university logo and name. Below it is a yellow navigation menu with links for Home, Profile, Jobs, Students, and Related Links. The main form area has a purple header with the text 'Quest - Lump Sum Hiring'. Below the header are two sections: 'Student Information' and 'Job Information'. Each section has a 'Find' button and a 'Cancel' button. The 'Student Information' section has a text input field for '* Student Id:'.

Input Student ID number and select "Find"

The screenshot shows the same form as above, but now filled out. The 'Student Information' section has '* Student Id:' set to '11205834' and the name 'Smith, Adam'. The 'Job Information' section has '* Job Description:' as a large empty text area. Below that are fields for '* Compensation Type:' (radio buttons for 'Lump Sum' and 'Hourly Job'), '* Total Hours Worked:', '* Supervisor Last Name:' (Manzke), '* First Name:' (Rob), '* Phone:' (715-346-1481), '* Email Address:' (rmanzke@uwsp.edu), '* Start Date:', '* End Date:', '* Account:', and '* Payment Amount:'. At the bottom is a large '* Payment Instructions:' text area. Buttons for 'Hire', 'Clear Student', and 'Cancel' are at the top and bottom of the form.

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

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.