

Student Employment in Ignite

Student FAQs

1. What systems will Ignite replace?

Ignite will replace JobX, entirely. Ignite will be students' sole location for applying for work-study jobs and completing onboarding items.

Ignite will also replace specific functions of BearWeb, in terms of the Employee Tab for students. Students will now enter hours worked, view their pay stub, and view tax information in Ignite.

1. Will Ignite completely replace BearWeb?

No. Ignite will only be replacing the employee functions that are currently located in BearWeb. You will continue to use BearWeb to access Personal Information, Student Academic Services, Student Financial Services, and Distinct Student Populations.

2. How can I log into Ignite?

Just like many campus services, you will use your BearID and password, along with Duo authentication, to log into Ignite.

3. Which browsers are supported in Ignite?

Google Chrome, Firefox, Microsoft Edge, and Safari are all supported. Microsoft Internet Explorer is not supported.

4. Where can I see all student employment job postings?

Job postings for all student work-study positions will be listed at baylor.edu/student_employment.

5. Where do I find pending onboarding items?

A link with Ignite login information to complete all onboarding items will be sent to your Baylor Email upon selection for employment.

6. Will I use Ignite to record hours worked?

Yes. All hours worked will be recorded in Ignite, as it will replace the Employee Tab in BearWeb.

7. What happens if I don't submit my Time Card on time?

If your Time Card is under 40 hours in total for the two-week pay period, it will be auto submitted. You will need to contact your manager about correcting your Time Card.

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8. What is the difference between the Web Clock and the Time Card features?

The Web Clock will allow you to conveniently clock in and out of work as you begin and end each workday. The Time Card feature allows you to manually enter your time worked. Your department will decide whether the Time Card or Web Clock feature is used.

9. How will I know when I am authorized to begin working?

Once all onboarding items are complete, you will receive a notice in Ignite and your manager will receive an email notice that you are now authorized to work.

10. How will I enter time if I have two or more jobs?

Your department will decide whether the Web Clock or Time Card is used.

If your department utilizes the Time Card, you will select the assignment for which you are entering time for. For each assignment, you will enter time on separate lines.

If your department utilizes the Web Clock, you will first select the assignment and then clock-in or out. You will only be allowed to be clocked in for one assignment at a time.

11. Will I have to complete onboarding items each time I start a job?

Items such as the Memorandum of Understanding, Confidentiality Agreement, and the W-4 Form will only have to be completed once.

The Federal Form I-9 will remain active for three years.

Background checks will need to be completed every two years for positions that require it as a condition of employment.

12. Where can I find other resources for student employment?

You can find more resources regarding Student Employment in Ignite at baylor.edu/ignite.