

Student Employment in Ignite: Student FAQs

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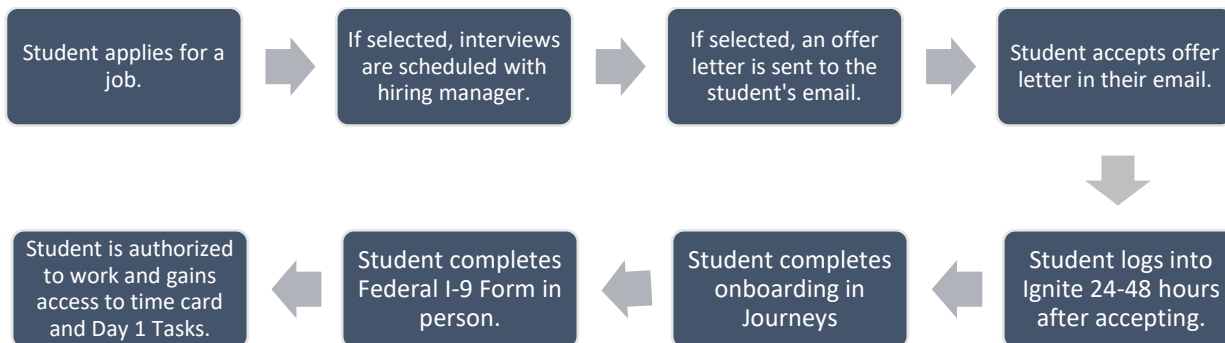
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General Ignite

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.

What does the hiring process look like for a student?



Note: if a background check is required for the position, access to Ignite will be granted after the background check completes.

At what point in the hiring process can I access Ignite?

Access to Ignite will be granted once you reach onboarding. This comes 24-48 hours after you have accepted your offer letter in your email. If a background check is required for the position, access to Ignite is granted 24-48 hours after that background check completes.

Where can I view and apply for jobs?

Job postings for all student work-study positions are listed at:

baylor.edu/student_employment. Jobs are also frequently advertised on Baylor Student Employment's Instagram page: [@BaylorStudentJobs](https://www.instagram.com/BaylorStudentJobs)

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

You are authorized to work once all steps in the hiring process are completed.

Onboarding

Where do I find pending onboarding items?

Pending Onboarding tasks can be found by logging into Ignite and accessing the [Journeys](#) tile.

What are Pre-Hire Onboarding Tasks?

Pre-Hire Onboarding Tasks are the tasks that need to be completed prior to your first day of employment.

- Confidentiality Agreement for Student Employees
- Complete [Federal I-9 Form](#) for Student Employees
- Drug and Alcohol Policy and Resources
- Memorandum of Understanding

What are Day 1 Tasks?

Day 1 Tasks are the tasks that can be completed on your first day of work.

- [Complete your W4 Form](#)
- [W-2 Delivery Method](#)
- [Enroll in Direct Deposit](#)
- Confirm Homes Address for Tax Withholding

At what point do I receive Day 1 Tasks?

Day 1 Tasks are added to your [Journeys](#) 24 hours after completion of the [Federal I-9 Form](#).

What do I do if I can't find the correct job on my time card?

If you have not already accepted the job offer, attempt to locate it in your email. If you have already accepted the job offer and a background check is required for the position, attempt to locate the background check request in your email from HireRight. If you have already done both or a background check is not required for the position, contact the hiring manager to request the status of your hiring.

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

While you are a student, you will not be required to complete onboarding a second time. If there is a break in your time as a student or you have graduated and are returning as a graduate student, please contact Student_Employment@baylor.edu to confirm the need for a new/updated Federal I-9.

You are welcome to update any other employment forms, such as the Direct Deposit and the W-4 Form, in Ignite as you seem fit.

Where can I find other resources for student employment?

Ignite Login: ignite.web.baylor.edu

Ignite Resources: ignite.web.baylor.edu/training-information/student-employee

Eligibility, Getting Started,
Compliance, Federal I-9 For
Resources: studentemployment.web.baylor.edu/students

Student Job Board: ejof.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/requisitions

Student Employment
Instagram Page: [@BaylorStudentJobs](https://www.instagram.com/BaylorStudentJobs)

Time Cards

Where can I access my time card?

You can access your [biweekly time card](#) in Ignite by going to the Time and Absences tile within Ignite.

When will I have access to my time card?

Access to your [biweekly time card](#) is granted 24 hours after completion of the [Federal I-9 Form](#).

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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.

Why can't I access my time card?

Confirm if you have completed **both** sections of the [Federal I-9 Form](#). If not, please visit one of the following locations to complete this form:

Human Resources Office

Clifton Robinson Tower
700 S. University Parks Dr. (Suite 200)
Waco, TX 76706

One Stop - for students only

Bill Daniel Student Center (SUB)
1311 S. 5th Street (Third Floor)
Waco, TX 76706

Monday-Friday, 8:30am-5:00pm CST

Monday-Wednesday & Friday, 9:00am-4:00pm CST,

Walk-Ins Accepted, No appointment necessary! and Thursdays 9:30am-4:00pm CST

If you have already completed the Federal I-9 Form, please contact Student_Employment@baylor.edu or call 254-710-2000 for help accessing your time card.

What are the deadlines for submitting my time card?

The deadline for submitting your time card is every other Saturday at Midnight. Please review the [Biweekly Payroll Schedule](#) for current due dates.

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.

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How can I submit a late time card?

If you need to create a time card for a previous pay period, you can enter

hours for up to 90 days in the past. Late time cards can be submitted by going through **Existing Time Cards**, within Ignite. Once the late time card is submitted, please contact Student_Employment@baylor.edu to ensure it is caught on the next payroll cycle.

See *For a time period outside of the current one* section on the [Biweekly Time Card QRG](#).

How do I make a change to a time card that is already submitted?

If an existing time card from a prior pay period needs to be corrected, you can enter hours for up to 30 days in the past. See *Update time for paid time card* section on the [Biweekly Time Card QRG](#).