



جامعة قطر
QATAR UNIVERSITY

New Student Employment Services System

Director's User Manual

Student Employment Section

Fall 2023



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Director's Guide to the New Student Employment Services System

The Student Employment Section has updated the current Student Employment Services System for students applying for a job within the university premises with updated user interface and ease of use. This guide aims to show the directors how to access and navigate this new services system conveniently and efficiently.

This also includes the updated system for directors to efficiently manage students under their directory, along with approving/disapproving different requests from supervisors or students themselves.

General Overview on the Director's New Student Employment Service System

1. Log in to the QU Banner using your QU ID and password.
2. Navigate to "QU Services" and then click on "Student Employment Services".



Welcome, [Name] to myBanner Self Service

Home > QU Services

Personal Information	WebTailor Administration	QU Services	Faculty and Advisor Services	One Stop				
Student Employment Services	Student Complaint System	Student Referral System	Override System	Reinstatement Documents	Grade Appeal	Student Clearance System	Student Life Awards System جوائز الحياة الطلابية	Approve Four Plus One (4+1) Applications

Figure 1 – QU Banner Dashboard

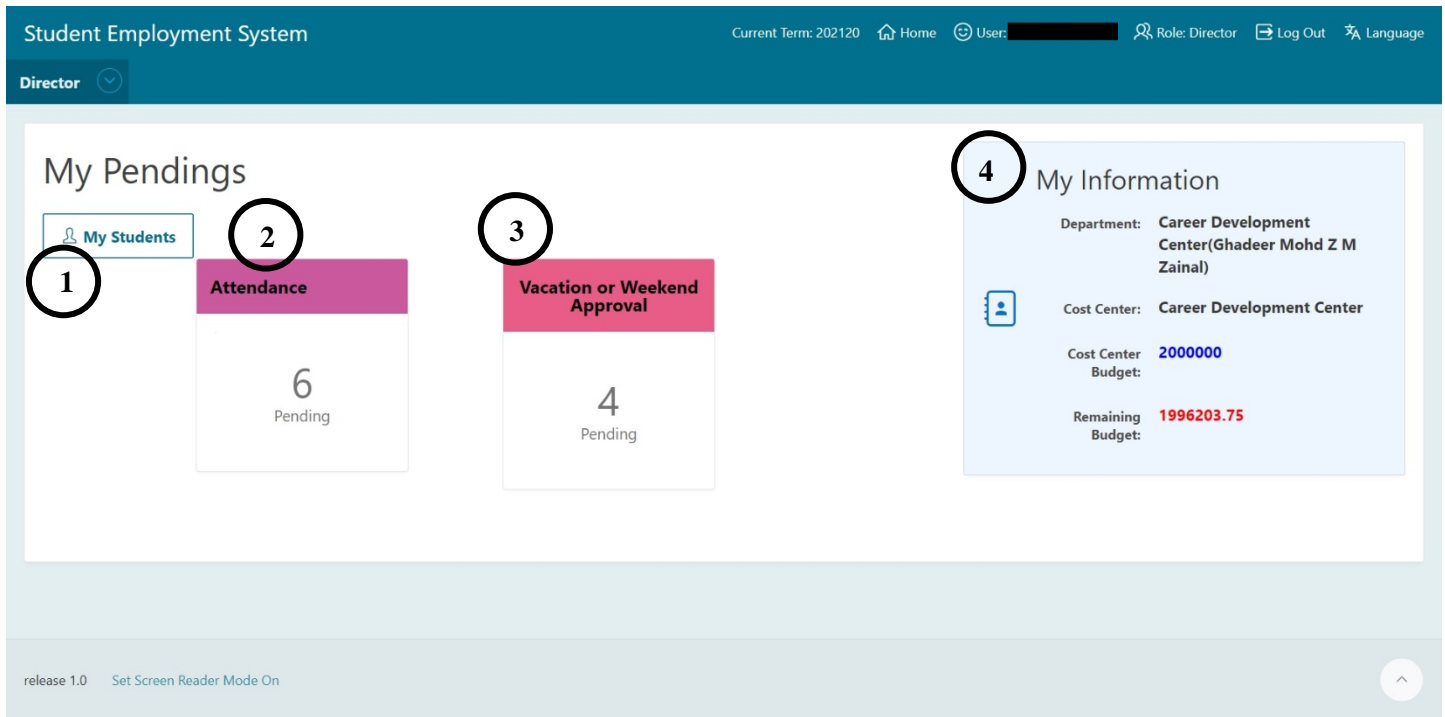


Figure 2 – New Student Employment Services System Main Dashboard for Supervisors

After you have entered your credentials, you are now in the new Student Employment Services System. This is the new and updated Student Employment Services Program featuring new functions that will be gone through one by one after this step. The overview of these functions is as shown:

1. **“My Students”** – Here is where you can view all the active students that are under your directory (See Figure 2).
2. **“Attendance”** – This is where you can view the attendance of each student in each month of the year and approve/disapprove each work hour.
3. **“Vacation or Weekend Approval”** – Here is where you can approve/disapprove requests for students who intend to work during official holidays or weekends.



4. **“My Information”** – This tab shows the general information of your department which includes the cost center, the cost center’s budget, and the remaining budget for your cost center.

Information:
This report shows data about all currently active students

Report: All Active Students for Directors

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ID	Student Name	App #	Application Term	Job title	Level	Nationality	College	Gender	Department	Supervisor	Cost Center	Email Address
		1	Fall 2014		Undergraduate	Qatar	Arts and Sciences	Female	00263 - Career Services Center		160401 - Career Development Center	
		2	Spring 2020		Undergraduate	Egypt	Engineering	Female	01017 - Career Development Center(Noorah Abdulla A J Al-Tamimi)		160401 - Career Development Center	
		6	Spring 2020		Undergraduate	Philippines	Business and	Female	01017 - Career Development Center(Noorah Abdulla A J Al-Tamimi)		160401 - Career Development Center	

Figure 3 – “My Students” Page



Steps on How to Use Each Function in the Student Employment Services Platform

A. Attendance

1. Click on “Attendance”.

My Pendings

My Students

Attendance
6
Pending

Vacation or Weekend Approval
4
Pending

My Information

Department: Career Development Center(Ghadeer Mohd Z M Zainal)

Cost Center: Career Development Center

Cost Center Budget: 2000000

Remaining Budget: 1996203.75

release 1.0 Set Screen Reader Mode On

2. This is where you can check on each of the student’s attendance and work hours and whether or not they are approved by their supervisors and their salary for that month. If you approve of their work hours, click on the check box at the far right of the table (1) then click “Approve Selected Students” at the bottom of the page.

Note: Remaining budget: 1996253.75

Approved Students List

Pending Attendance Approval Requests

Year: 2023, Month: AUG

Student ID	Name	Application No.	Job Title	Performance	Salary	
		2	Research Assistant	5 - Outstanding	80	<input type="checkbox"/>
		6	CAS Peer Advisor	3 - Met expectations	175	<input type="checkbox"/>
		3	Research Assistant	5 - Outstanding	120	<input type="checkbox"/>
		1	Assistant Supervisor	5 - Outstanding	210	<input type="checkbox"/>
		1	Graphic Designer	3 - Met expectations	350	<input type="checkbox"/>

Year: 2023, Month: JUL

Student ID	Name	Application No.	Job Title	Performance	Salary	
		6	CAS Peer Advisor	3 - Met expectations	175	<input type="checkbox"/>
		3	Research Assistant	5 - Outstanding	590	<input type="checkbox"/>



			3	Research Assistant	5 - Outstanding	120	<input type="checkbox"/>
			1	Assistant Supervisor	5 - Outstanding	210	<input type="checkbox"/>
			1	Graphic Designer	3 - Met expectations	350	<input type="checkbox"/>
Year : 2023, Month : JUL							
Student ID	Name	Application No.	Job Title	Performance	Salary		<input type="checkbox"/>
			6	CAS Peer Advisor	3 - Met expectations	175	<input type="checkbox"/>
			3	Research Assistant	5 - Outstanding	590	<input type="checkbox"/>
			1	Graphic Designer	3 - Met expectations	300	<input type="checkbox"/>
Year : 2023, Month : JUN							
Student ID	Name	Application No.	Job Title	Performance	Salary		<input type="checkbox"/>
			6	CAS Peer Advisor	3 - Met expectations	0	<input type="checkbox"/>
			1	Assistant Supervisor	5 - Outstanding	35	<input type="checkbox"/>
							1 - 10

2 Approve Selected Students ↗

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- If you want to view the approved students list, click on “Approved Students List” at the top right of this page, then a window will appear showing you the list of the students you approved (See Figure 3).

Student ID	Name	App No.	Attendance hours	Performance	Month	Year
Department : Career Development Center(Ghadeer Mohd Z M Zainal)						
		2	0	5 - Outstanding	JAN	2023
		2	.5	3 - Met expectations	MAR	2023
		2	0	5 - Outstanding	JAN	2023
		2	0	5 - Outstanding	OCT	2020
Department : Career Development Center(Hamda Rashid A A Al-Maadeed)						
		1	2.5	5 - Outstanding	JUL	2023
		1	0	3 - Met expectations	JUL	2023
		4	0	3 - Met expectations	JUL	2023
		1	0	5 - Outstanding	JUL	2023
		1	0	5 - Outstanding	AUG	2023
		5	0	5 - Outstanding	JUL	2023
Department : Career Development Center(Ohod Taher Alawi Abdulrab)						
Student ID	Name	App No.	Attendance hours	Performance	Month	Year

Figure 3 – Approved Students List



B. Vacation or Weekend Approval

1. Click on “Vacation or Weekend Approval”

The screenshot shows the 'Student Employment System' dashboard for a Director. The 'My Pendings' section has two cards: 'Attendance' with 6 Pending requests and 'Vacation or Weekend Approval' with 4 Pending requests. The 'Vacation or Weekend Approval' card is highlighted with a red border. The 'My Information' section on the right shows details for the Career Development Center, including a budget of 2,000,000 and a remaining budget of 1,996,203.75.

2. Here you can view the list of requests of students who intend to work during the weekends or official holidays. To approve their requests, simply click on “Click to Approve” on the right side of the table.

The screenshot shows a table titled 'Weekend or Vacation Approval Requests'. The table has columns for Student ID, Name, Department, App No., Type, Month, Year, Start date, End date, Supervisor Approved?, Justification, and Approve Link. The 'Approve Link' column contains 'Click To Approve' buttons for each row, which are highlighted with a red border. A search bar and 'Go' button are at the top left, and an 'Approved Student Vacation / Weekend List' button is at the top right.

Student ID	Name	Department	App No.	Type	Month	Year	Start date	End date	Supervisor Approved?	Justification	Approve Link
		Career Development Center(Hamda Rashid A A Al-Maadeed)	5	Vacation	JUL	2023	09-JUL-23	13-AUG-23	Yes		Click To Approve
		Career Development Center(Hamda Rashid A A Al-Maadeed)	5	Vacation	AUG	2023	20-AUG-23	22-AUG-23	Yes		Click To Approve
		Career Services Center (Anwar Riyad El Turk)	1	Weekend	JAN	2020	03-JAN-20	04-JAN-20	Yes		Click To Approve
		Career Development Center(Ghadeer Mohd Z M Zainal)	2	Vacation	AUG	2023	20-AUG-23	22-AUG-23	Yes		Click To Approve
		Career Development Center(Ohod Taher Alawi Abdurab)	5	Weekend	AUG	2023	25-AUG-23	26-AUG-23	Yes		Click To Approve



3. To view the approved list of students who intend to work during weekends or official holidays, click on “Approved Student Vacation/Weekend List”. Here you can view the list of students whom you approved to work during weekends or official holidays (see Figure 4).

Name : [REDACTED]			
Student ID	App No.	Start date	End date
[REDACTED]	1	04-AUG-23	05-AUG-23
Name : [REDACTED]			
Student ID	App No.	Start date	End date
[REDACTED]	1	04-AUG-23	05-AUG-23
[REDACTED]	1	11-AUG-23	12-AUG-23
Name : [REDACTED]			
Student ID	App No.	Start date	End date
[REDACTED]	3	21-JUL-23	22-JUL-23
Name : [REDACTED]			
Student ID	App No.	Start date	End date
[REDACTED]	5	01-AUG-23	31-AUG-23
[REDACTED]	4	21-JUL-23	22-JUL-23
[REDACTED]	5	11-AUG-23	12-AUG-23
Name : [REDACTED]			
Student ID	App No.	Start date	End date
[REDACTED]	1	04-AUG-23	05-AUG-23
Name : [REDACTED]			

Figure 4 – Approved Student Vacation/Weekend List



C. Reports

This function appears hidden in the main dashboard. To access it:

1. Click on the button that says “Director” on the top left corner of the dashboard.

The screenshot shows the 'Student Employment System' dashboard. At the top left, the 'Director' button is highlighted with a red box. The dashboard includes a 'My Pendings' section with two cards: 'Attendance' (6 Pending) and 'Vacation or Weekend Approval' (4 Pending). To the right is a 'My Information' panel with details for the Career Development Center (Ghadeer Mohd Z M Zainal), including a cost center of 2000000 and a remaining budget of 1996203.75.

2. Click on “Reports” (1), then click on “Attendance Approvals Followup” (2).

The screenshot shows the same dashboard as above, but with the navigation menu expanded. The 'Reports' button is highlighted with a red box and labeled with a red '1'. The 'Attendance Approvals Followup' button is also highlighted with a red box and labeled with a red '2'. The rest of the dashboard content remains the same.



- This is where you can view and follow-up on the pending approvals from supervisors and monitor whether or not they are approving their students regularly. If you want to know more about a specific supervisor, click on “Show Details” for more information on the approval status of each student under each supervisor (See Figure 5).

Information:
This report shows data about Pending Attendances approvals for your departments whether application is active or ended.

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Department

Department : 00263 - Career Services Center

Month	Year	Number of Pending Students	Pending Days	Show Details
OCT	2016	1	1	Show Details
FEB	2016	1	1	Show Details

Department : 00770 - Career Services Center (AbdulAziz Yousef Khaled)

Month	Year	Number of Pending Students	Pending Days	Show Details
APR	2018	1	5	Show Details
APR	2017	1	1	Show Details
SEP	2016	2	6	Show Details
OCT	2017	1	1	Show Details
MAY	2021	1	1	Show Details
MAR	2022	1	1	Show Details

Details of pending attendances

Actions

Student	Date ↑	Department	Application number	Status
201004944 - Ahmed Abdullah Kerab	23-OCT-16	00263 - Career Services Center	6	Accepted

1 - 1

Figure 5 – This is what will appear after clicking on “Show Details”.