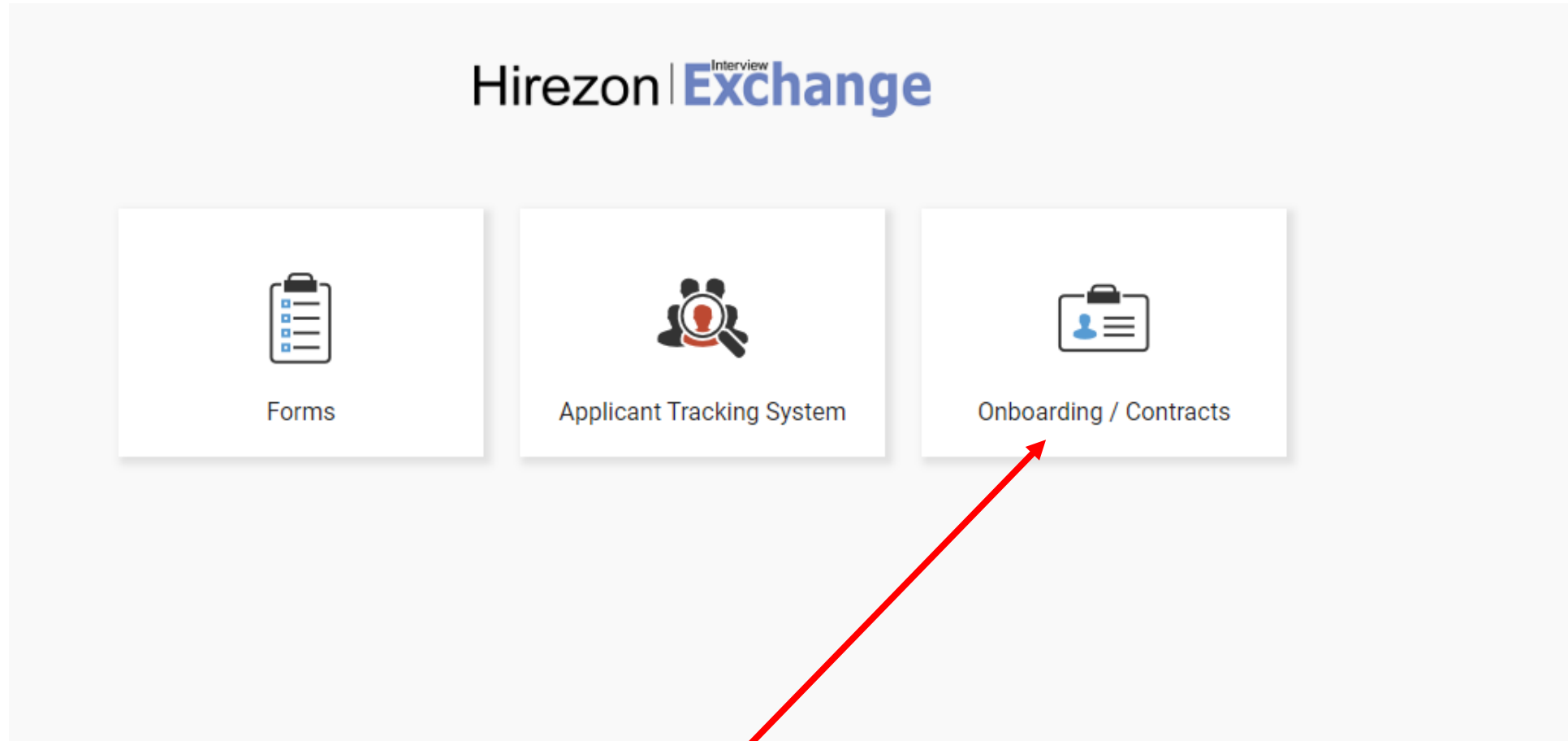


Log onto Hirezon

The image shows a screenshot of a web application interface. On the left, there is a login form titled "Hirezon | Interview Exchange". The form includes a "Login" heading, an "Email:" label with an input field, a "Password:" label with an input field, a "Login" button, and a "Forgot Password" button. Below the form, there are navigation links: "APPLICANT TRACKING SYSTEM", "ONBOARDING", "PERFORMANCE REVIEW", and "HR FORMS". At the bottom, the copyright notice reads "©2021 HIREZON | INTERVIEW EXCHANGE".

On the right, there is a promotional banner for the "Performance Evaluation & Management System". The banner features the text "Performance Management for Higher Education. Contact us for a demo." and the "Hirezon | Interview Exchange" logo. Below the logo is an illustration of various data and performance icons, including a laptop with a pie chart, a bar chart, a magnifying glass, and a gear. The text "PERFORMANCE EVALUATION & MANAGEMENT SYSTEM" is displayed below the illustration. The banner also features a decorative background of stylized human silhouettes at the bottom.

Click on Onboarding/Contracts



Click on Start New Packet-Instructions for Student Employment with Payroll Authorization

Hirezon Exchange Longwood University Dashboard Heather Staylor Notifications (22) Help Instructions Logout

104 All Packets 0 My Packets 0 Assigned to Me 0 Guest Reviews

In Progress

+ Start New Packet

Filters

Department: All

Add title in box

Enter students name – first, last, MI

Enter students email

Select department

Template – Student Employment with Payroll Authorization

Click on Create

Hirezon | **Exchange** Longwood University [Dashboard](#) [Heather Staylor](#) [Notifications \(7\)](#) [Help](#) [Instructions](#) [Logout](#)


Start New Packet ?

Title: ?

Name:

E-mail: ?


Department:


Template: 

[Create](#)


Example of New Packet information

Hirezon | powered by Exchange Longwood University [Dashboard](#)


Start New Packet 

Title: 

Name:

E-mail:  [Existing Employee]

Department:

Template: 

[Create](#)

Click on Unassigned

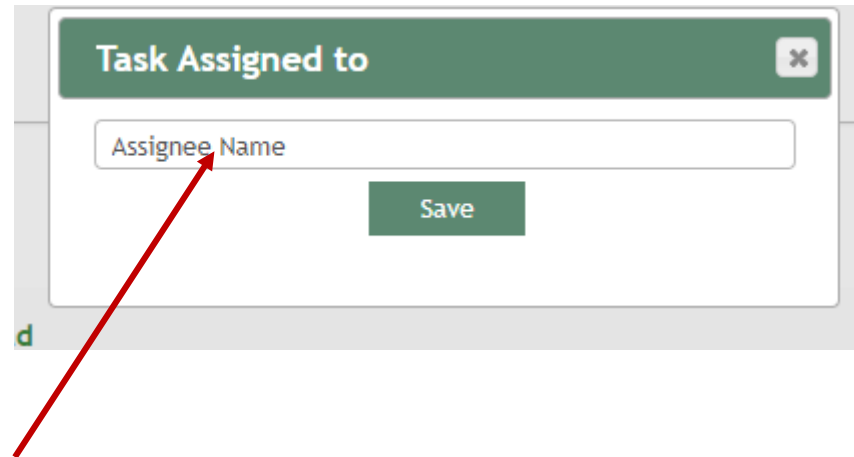


Save Message

 **Payroll Authorization-Supervisor/Department Head**
Unassigned

 Routing  Guests


Type in name who is going to complete the form and click save





The image shows a screenshot of a web form titled "Task Assigned to" in a dark green header bar. Below the header is a white input field labeled "Assignee Name". A red arrow points from the bottom left towards the input field. Below the input field is a dark green "Save" button. The entire form is set against a light gray background.


Click on Publish

Save Message


 **Payroll Authorization-Supervisor/Department Head**
Assigned to: Heather W Staylor Routing Guests

 **General Forms**
Assigned to: Minnie Mouse Edit + Add Item Delete Routing Guests

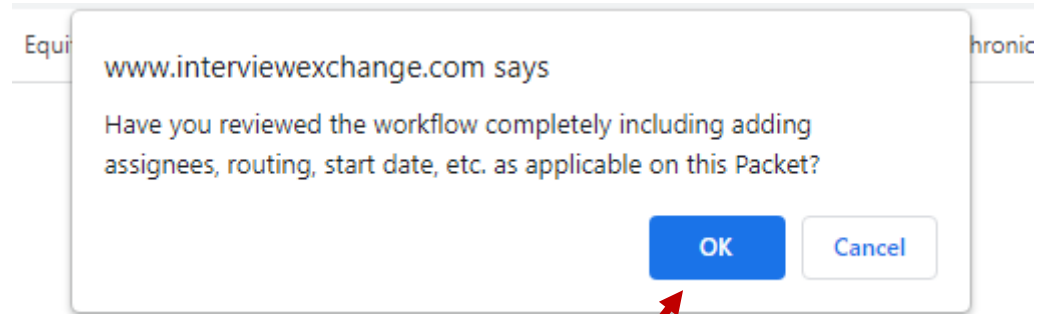
 **Authorization By Student Employment information**
Assigned to: Heather W Staylor Routing Guests

 **Payroll Forms**
Assigned to: Minnie Mouse Edit + Add Item Delete Routing Guests

Publish



Click ok



Go to Dashboard and click on Assigned to Me

160 All Packets 1 My Packets **2 Assigned to Me** 0 Guest Reviews

+ Start New Packet

Assigned To Me Show Completed

ID	Employee	Originator	Template	Updated
99339	Minnie Mouse	Heather W Staylor	Student Employment with Payroll	02/02/2022
[REDACTED]				

1 to 2 of 2 Records Page 1

Waiting for Form Approval Show Completed

ID	Employee	Originator	Template	Updated
No Records Found				



No Records Found Page 1

Click on icon (looks like pen and paper)

Hirezon | Exchange Longwood University Dashboard Heather Staylor Notifications (60) Help Instructions Logout

160 All Packets 1 My Packets 2 Assigned to Me 0 Guest Reviews + Start New Packet

Assigned To Me Show Completed

ID	Employee	Originator	Template	Updated
 99339	Minnie Mouse	Heather W Staylor	Student Employment with Payroll	02/02/2022
				

1 to 2 of 2 Records Page 1

Waiting for Form Approval Show Completed

ID	Employee	Originator	Template	Updated

No Records Found Page 1

Click on complete task

Save Message



Payroll Authorization-Supervisor/Department Head

Assigned to: Heather W Staylor [Complete Task]

Routing Mark As Incomplete Guests Remind



General Forms

Assigned to: Heather W Staylor

Edit Add Item Delete Routing Guests



Authorization By Student Employment information

Assigned to: Heather W Staylor

Routing Guests



Payroll Forms

Assigned to: Heather W Staylor

Edit Add Item Delete Routing Guests

Click on blue box with white arrow

testing

Packet ID: 107091

Created: 04-21-2022 03:19 PM EDT

[View Complete Packet](#)

We know you are excited about your new position at Longwood University. We are looking forward to working with you!

Using our online system, please review, complete, and submit forms. Should you have questions, please feel free to contact me at (434) 395-2952 or 395-2074.

Thank you,

Heather Staylor



Payroll Authorization-Supervisor/Department Head


 Routing





Save & Submit

Click on Student Employment/Payroll Authorization.

Thank you.


Save Message

 **Payroll Authorization-Supervisor/Department Head**
Assigned to: Martha Butler

 Routing  Mark As Incomplete  Guests  Re

* Payroll Authorization

Student Employment/Payroll Authorization



Complete all boxes for Student Employment/Payroll Authorization form – Completed by Supervisor/Assignee

- Student full legal name- pre-populated
- Student phone
- Student email
- Student street address
- City
- State
- Zip code
- Student date of birth

Completing Student Employment/Payroll Authorization form

- Student race
- Student sex
- U.S. Citizen – select yes or no
- Student L#
- Classification – Freshman, Sophomore, Junior, Senior, Graduate
- Department – pre-populated
- Office
- Supervisor Phone
- Supervisor Email

Completing Student Employment/Payroll Authorization form

- Time Card Approver Name
- L#
- Job Title
- Proxy
- Number of hours student will work per week
- Federal Work Study(end by May final exam day)
- Longwood Work Study
- Hour rate
- Budget Code

Completing Student Employment/Payroll Authorization form

- Requested start date
- Ending date
- New Student Employee
- Or Rehire
- Student previously employed on campus – yes or no
- If yes, last date of employment
- Student currently employed by another department on campus – yes or no
- If yes, which department

Click on box – By checking this box and signing below I attest that the student worker has not started working. I understand I will be provided a start date by Student Employment. I have read the [guidelines](#) and agree to comply with all policies, procedures, and conditions governing the Student Employment Program. I understand Federal Work Study students cannot exceed the awarded allotment from Financial Aid per semester, and that I must monitor the student's earnings. I understand I must stop the student from working prior to exceed

* By checking this box and signing below I attest that the student worker has not started working. I understand I will be provided a start date by Student Employment. I have read the [guidelines](#) and agree to comply with all policies, procedures, and conditions governing the Student Employment Program. I understand Federal Work Study students cannot exceed the awarded allotment from Financial Aid per semester, and that I must monitor the student's earnings. I understand I must stop the student from working prior to exceed

Save & Continue

Click on Save & Continue


EForm

Form draft saved at 10:46:00 am


Student Date of Birth: <input type="text"/>	Student Race: <input type="text"/>	Student Sex: <input type="text"/>	*U.S. Citizen: --Select--
Student L#: <input type="text"/>	Classification: --Select--	Department: Mail Services	Office: <input type="text"/>
Supervisor Phone: <input type="text"/>	Supervisor Email: <input type="text"/>	Time Card Approver Name: <input type="text"/>	L#: <input type="text"/>
Job Title: <input type="text"/>	Proxy: <input type="text"/>	Number of hours student will work per week: <input type="text"/>	
Federal Work Study (end by May final exam day): <input type="text"/>	Longwood Work Study: <input type="text"/>	Hourly rate: \$ <input type="text"/>	Budget Code: <input type="text"/>
Requested start date: <input type="text"/>	Ending date: <input type="text"/>	New Student Employee: <input type="text"/>	or Rehire: <input type="text"/>
Student previously employed on campus? --Select--	If yes, last date of employment (mm/dd/yyyy) <input type="text"/>	Student currently employed by another department on campus? --Select--	If yes, which department: <input type="text"/>

* By checking this box and signing below I attest that the student worker has not started working. I understand I will be provided a start date by Student Employment. I have read the [guidelines](#) and agree to comply with all policies, procedures, and conditions governing the Student Employment Program. I understand Federal Work Study students cannot exceed the awarded allotment from Financial Aid per semester, and that I must monitor the student's earnings. I understand I must stop the student from working prior to exceed

Save & Continue



Example of Student Employment/Payroll Authorization Form



LONGWOOD UNIVERSITY
Student Employment/Payroll Authorization

A student may not begin work until approval is received from Student Employment.

To Be Completed By Supervisor/Department Head


Student Full Legal Name: Minnie Mouse	Student Phone: 4348956655	Student Email: minniemouse@disney.com	
Student Street Address: 5698 old street	City: farmville	State: va	Zip Code: 23901
Student Date of Birth: 09/06/2000	Student Race: White	Student Sex: F	U.S. Citizen: Yes
Student L#: L004568959	Classification: So	Department: Mail Services	Office:
Supervisor Phone: 43465985966	Supervisor Email: mickey.mouse@disney.com	Time Card Approver Name: Mickey Mouse	L#: L0025896314
Job Title: Supervisor	Proxy:	Number of hours student will work per week: 20	
Federal Work Study (end by May final exam day): No	Longwood Work Study: Yes	Hourly rate: \$15.00	Budget Code: 12345698
Requested start date: 02/25/2022	Ending date: 05/06/2022	New Student Employee: Yes	or Rehire:
Student previously employed on campus? No	If yes, last date of employment: (mm/dd/yyyy)	Student currently employed by another department on campus? No	If yes, which department:

By checking this box and signing below I attest that the student worker has not started working. I understand I will be provided a start date by Student Employment. I have read the [guidelines](#) and agree to comply with all policies, procedures, and conditions governing the Student Employment Program. I understand Federal Work Study students cannot exceed the awarded allotment from Financial Aid per semester, and that I must monitor the student's earnings. I understand I must stop the student from working prior to exceeding awarded amounts.

Electronically Signed By: Mickey Mouse	Name: Mickey Mouse	Date: 02/02/2022
-------------------------------------------	-----------------------	---------------------

Click edit to make changes or continue

EForm

LONGWOOD
UNIVERSITY 
Student Employment/Payroll Authorization

A student may not begin work until approval is received from Student Employment.

To Be Completed By Supervisor/Department Head

Student Full Legal Name: Minnie Mouse	Student Phone: 4348956655	Student Email: minniemouse@disney.com	
Student Street Address: 5698 old street	City: farmville	State: va	Zip Code: 23901
Student Date of Birth: 09/06/2000	Student Race: White	Student Sex: F	U.S. Citizen: Yes
Student L#: L004568959	Classification: So	Department: Mail Services	Office:
Supervisor Phone: 43465985966	Supervisor Email: mickey.mouse@disney.com	Time Card Approver Name: Mickey Mouse	L#: L0025896314
Job Title: Supervisor	Proxy:	Number of hours student will work per week: 20	
Federal Work Study (end by May final exam day): No	Longwood Work Study: Yes	Hourly rate: \$15.00	Budget Code: 12345698

[Edit](#) [Continue](#)

Click Save & Submit

Student employment

Packet ID: 99339

Created: 02-02-2022 09:38 AM EST

[View Complete Packet](#)



Payroll Authorization-Supervisor/Department Head

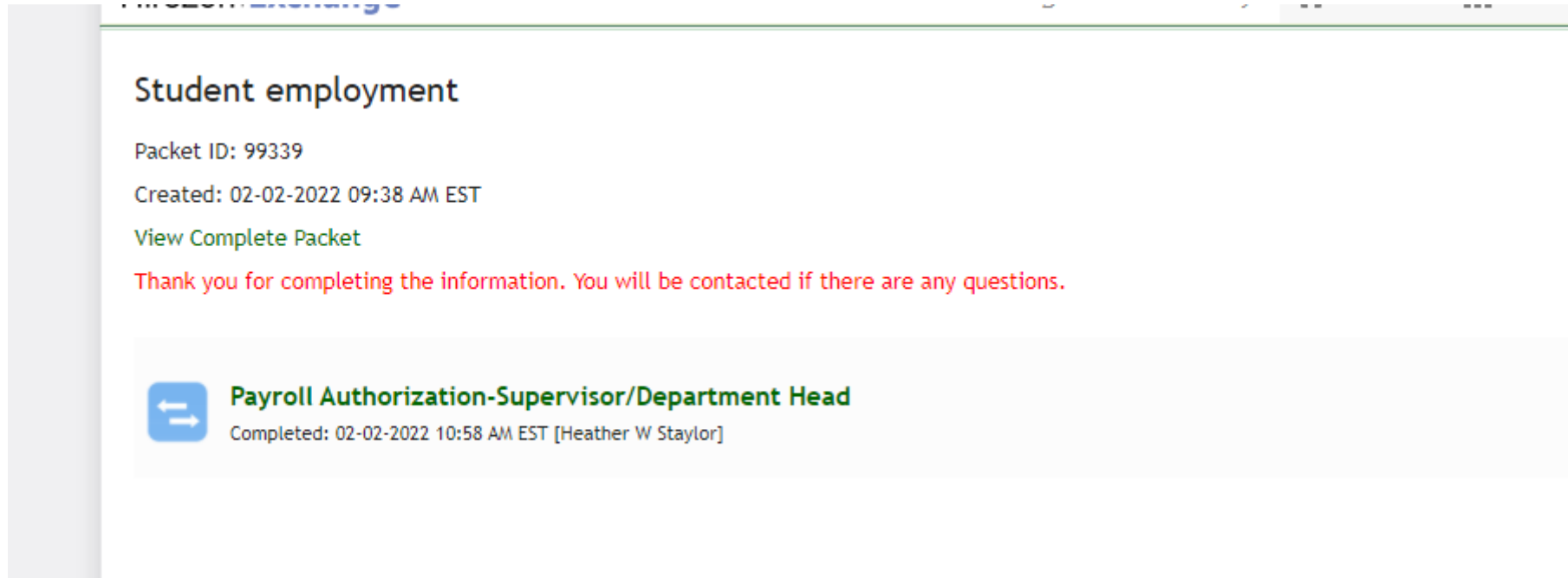
* Payroll Authorization



Student Employment/Payroll Authorization

Save & Submit

The packet has been completed




Student employment

Packet ID: 99339

Created: 02-02-2022 09:38 AM EST

[View Complete Packet](#)

Thank you for completing the information. You will be contacted if there are any questions.

 **Payroll Authorization-Supervisor/Department Head**
Completed: 02-02-2022 10:58 AM EST [Heather W Staylor]