

# IFS4103 NUS Student Work Scheme (NSWS)

22 Feb 2024

Yow Chea Keng



**NUS**  
National University  
of Singapore



National University of Singapore

# | Content

- ▶ Background
- ▶ Roles and Responsibilities
- ▶ Scope & Flow (RP)
- ▶ Scope & Flow (NSWS)
- ▶ Walkthrough
- ▶ Support

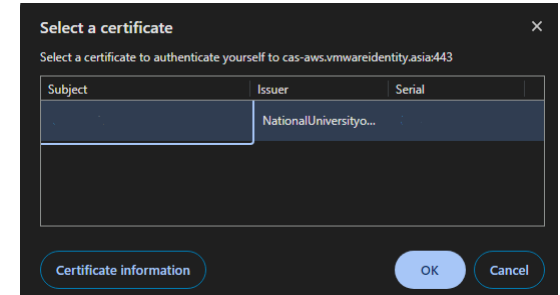
# Background

- ▶ The **NUS Student Work Scheme (NSWS)** aims to encourage NUS students to be self-reliant and to gain working experience in campus through jobs offering.
- ▶ The **Research Participation (RP)** allows departments to post research opportunities.
- ▶ <https://nus.edu.sg/cfg/students/jobs-internships/nsws>
- ▶ <https://nsws.nus.edu.sg/policies/>



# Roles and Responsibilities

- ▶ Staff Login (WS1A+VIP Access)
  - ▶ Poster
    - ▶ Create/edit posting
      - ▶ Job(s)
      - ▶ Opportunities
- ▶ Supervisor
  - ▶ Offer job(s)
  - ▶ Endorse timesheet
- ▶ Budget (WBS) Approver
  - ▶ Approve/reject budget request



## Sign in request sent

A Sign In Request was sent to the following mobile devices. Approve request on the device.



Did not receive the Sign In request?

[Send it again or](#)

[Use another option to Sign In](#)

# Roles and Responsibilities

## ▶ Student Login (Lifelong ADFS)

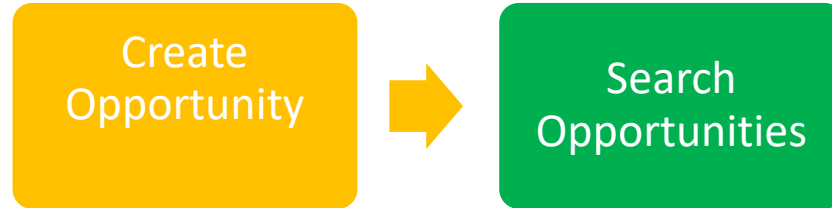
- ▶ Applicant
- ▶ Browse opportunities
- ▶ Apply job(s)
- ▶ Accept/reject offer
- ▶ Submit timesheet

## ▶ Tips

- ▶ InPrivate or Incognito mode



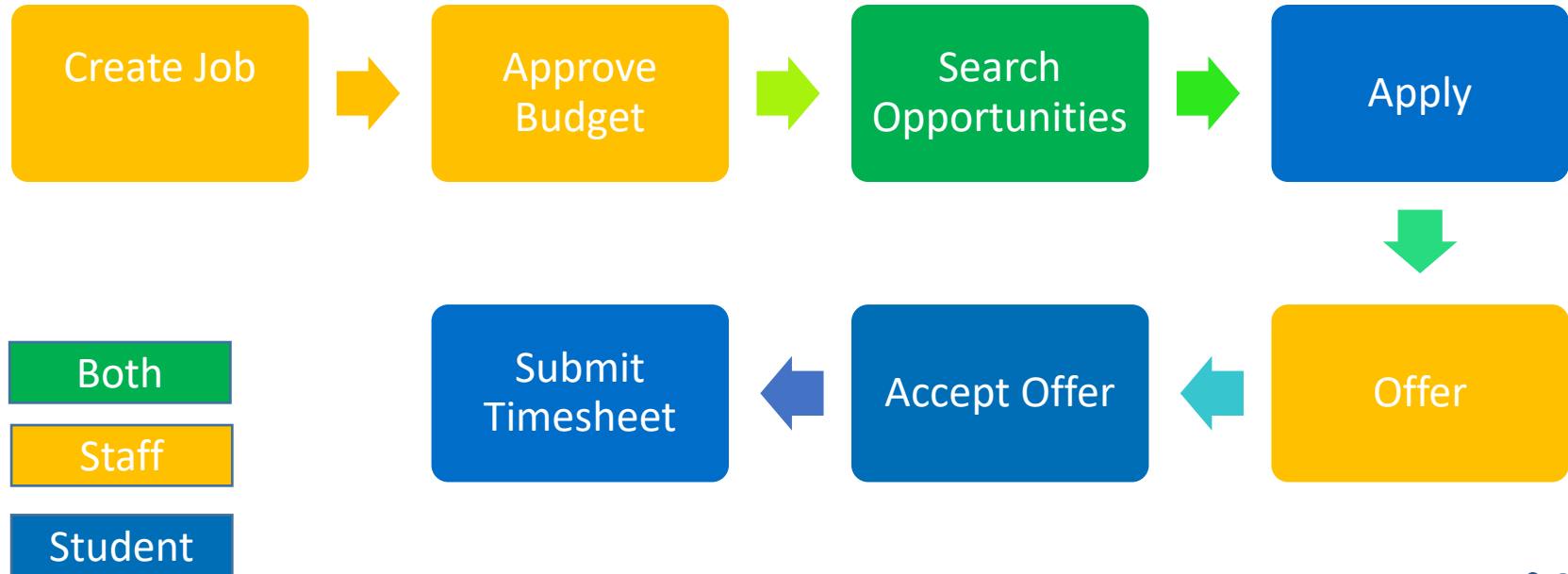
# | Scope & Flow (RP)



Both

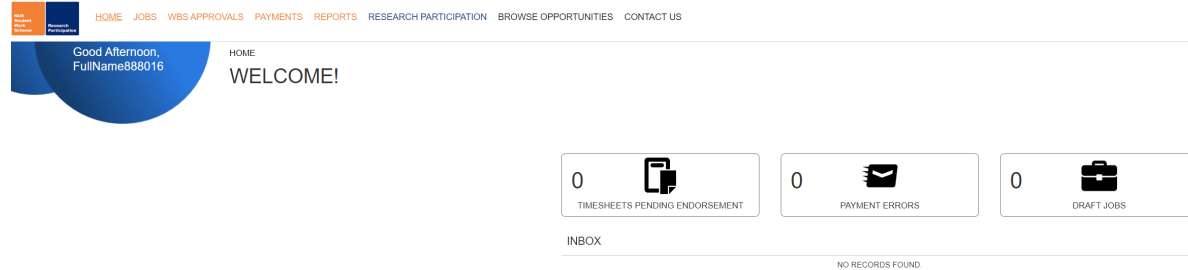
Staff

# Scope & Flow (NSWS)



# Walkthrough (Staff)

- ▶ Create Job
- ▶ Approve Budget
  - ▶ WBS Approvals
- ▶ Search Opportunities
  - ▶ Browse Opportunities
- ▶ Offer
  - ▶ Job(s)

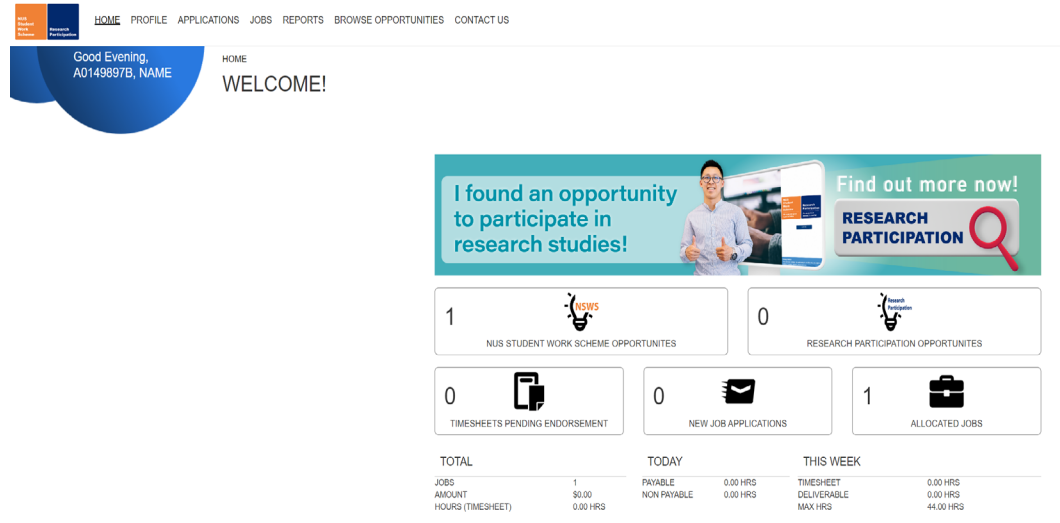


The screenshot shows the NUS staff portal dashboard. At the top is a navigation bar with links: HOME, JOBS, WBS APPROVALS, PAYMENTS, REPORTS, RESEARCH PARTICIPATION, BROWSE OPPORTUNITIES, and CONTACT US. Below the navigation bar, a blue circular graphic contains the text "Good Afternoon, FullName889016". To the right of this graphic, the text "HOME WELCOME!" is displayed. Below the welcome message, there are three summary cards: "TIMESHEETS PENDING ENDORSEMENT" with a value of 0, "PAYMENT ERRORS" with a value of 0, and "DRAFT JOBS" with a value of 0. Below these cards, the word "INBOX" is displayed, followed by the text "NO RECORDS FOUND."



# Walkthrough (Student)

- ▶ Search Opportunity
  - ▶ Browse Opportunities
- ▶ Apply
  - ▶ Browse Opportunities
- ▶ Accept Offer
  - ▶ Applications
- ▶ Submit Timesheet
  - ▶ Jobs



The screenshot shows the NUS Student Work Scheme portal. At the top, there is a navigation bar with links: HOME, PROFILE, APPLICATIONS, JOBS, REPORTS, BROWSE OPPORTUNITIES, and CONTACT US. Below the navigation bar, a welcome message reads: "Good Evening, A0149897B, NAME WELCOME!".

Below the welcome message, there is a large banner with the text: "I found an opportunity to participate in research studies!" and "Find out more now! RESEARCH PARTICIPATION".

Below the banner, there are four summary cards:

- NUS STUDENT WORK SCHEME OPPORTUNITIES**: 1
- RESEARCH PARTICIPATION OPPORTUNITIES**: 0
- TIMESHEETS PENDING ENDORSEMENT**: 0
- NEW JOB APPLICATIONS**: 0
- ALLOCATED JOBS**: 1

Below the summary cards, there is a table with the following data:

TOTAL		TODAY		THIS WEEK	
JOB	1	PAYABLE	0.00 HRS	TIMESHEET	0.00 HRS
AMOUNT	\$0.00	NON PAYABLE	0.00 HRS	DELIVERABLE	0.00 HRS
HOURS (TIMESHEET)	0.00 HRS			MAX HRS	44.00 HRS

# Walkthrough (Jobs)

- ▶ Job Details
  - ▶ Multiple Supervisor
  - ▶ Applicant Type
    - ▶ Undergrad
    - ▶ Undergrad & Graduate

**SUPERVISOR INFORMATION**

<b>NUSNET ID Of Job Supervisor</b> <input type="text" value="CCETET02"/>	<b>Name of Job Supervisor</b> <input type="text" value="FullName888016"/>	<b>Email</b> <input type="text" value="ccetet02@nus.edu.sg"/>	<a href="#" style="background-color: #003366; color: white; padding: 5px; text-decoration: none;">Remove Alternate Job Supervisor</a>
<b>NUSNET ID Of Alternate Job Supervisor</b> <input type="text" value="CCETET03"/>	<b>Name of Alternate Job Supervisor</b> <input type="text" value="FullName888017"/>	<b>Email</b> <input type="text" value="ccetet03@nus.edu.sg"/>	

**JOB DETAILS**

<b>Payment Type *</b> <input type="text" value="By Timesheet"/>	<b>No. Of Vacancies *</b> <input type="text" value="1"/>	<b>Job Created For Department</b> <input type="text" value="CTR FOR ENGLISH LANGUAGE I"/>	<b>Job Contact Number *</b> <input type="text"/>	<b>Job Contact Email *</b> <input type="text" value="ccetet02@nus.edu.sg"/>
Job contact number is required.				
<b>Job Location *</b> <input type="text" value="Singapore"/>	<b>Job Venue</b> <input type="text"/>	<b>Job Level *</b> <input type="text" value="Entry"/>	<b>Job Function *</b> <input type="text" value="Please select"/>	
Job function is required.				
<b>Job Type *</b> <input type="text" value="Academic"/>	<b>Job Role *</b> <input type="text" value="Student Tutor"/>	<b>Applicant Type *</b> <input type="text" value="Undergrad &amp; Graduate"/>	<b>Rate (\$) *</b> <input type="text" value="40"/>	
<b>Job Title *</b> <input type="text"/>				
Job title is required.				
<b>Job Description *</b> <input style="height: 50px;" type="text"/>				
Job description is required.				
<b>Job Skills</b> <input style="height: 50px;" type="text"/>				

Additional Information (PDF File, Total Max. 10MB)

Note: Files uploaded here are publicly accessible. Please do not upload sensitive information.

# Walkthrough (Jobs)

## ▶ Job Settings

### ▶ Job Start Date

▶  $\geq$  01-Feb-2023

### ▶ Job End Date

▶  $\leq$  31-Apr-2024

### ▶ Advertisement Period

### ▶ Publish (checkbox)

### ▶ Job Open to

**JOB SETTINGS**

<b>Job Start Date *</b> <input type="text" value="28/02/2024"/>	<b>Job End Date *</b> <input type="text" value="06/03/2024"/>	<b>Duration (Days)</b> <input type="text" value="8"/>
<b>Max Total Working Hrs/Student</b> ⓘ <input type="text" value="68"/>	<b>Expected Total Working Hrs/Student *</b> <input type="text"/> <p><small>Total Hours Expected for Students to Commit is required.</small></p>	
<b>Advertisement Start Date *</b> <input type="text" value="28/02/2024"/>	<b>Advertisement End Date *</b> <input type="text" value="06/03/2024"/>	<b>Duration (Days)</b> <input type="text" value="8"/>
		<b>Publish To Browse Opportunities Page</b> ⓘ <input checked="" type="checkbox"/>
<b>Job Open to</b> <input type="text" value="Please Select"/>		

# Walkthrough (Jobs)

- ▶ Finance Budget
  - ▶ WBS No
  - ▶ WBS Approver name

**FINANCE BUDGET**

**Total Budget (\$)**

**Total Used (\$)**

**Total Remaining (\$)**

**Expected Earning/Student (\$)**

**WBS Accounts**

WBS No. (E.g. R-0000002-01-00) *	Allocation % *	WBS Amount (\$)	HoD/Officer delegated by HoD/PI(s)	Attach approval, if relevant (PDF File, Max. 10 MB)	
<input type="text"/>	<input type="text"/>	0.00	Please Select	<input type="button" value="Choose File"/> No file chosen	+
The WBS account number is required.	Required.		Required.		-
The total WBS percentage must be 100.					
<b>Total</b>	0.00	0.00			

# Walkthrough (Jobs)

- ▶ Finance Budget
  - ▶ WBS No
  - ▶ WBS Approver name

**FINANCE BUDGET**

**Total Budget (\$)**

**Total Used (\$)**

**Total Remaining (\$)**

**Expected Earning/Student (\$)**

**WBS Accounts**

WBS No. (E.g. R-0000002-01-00) *	Allocation % *	WBS Amount (\$)	HoD/Officer delegated by HoD/PI(s)	Attach approval, if relevant (PDF File, Max. 10 MB)	
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="Please Select"/>	<input type="button" value="Choose File"/> No file chosen	<div style="text-align: center;">+</div> <div style="text-align: center;">-</div>
The WBS account number is required.					
Required.					
Required.					
The total WBS percentage must be 100.					
<b>Total</b>	0.00	0.00			

# Walkthrough (Approve Budget)

PENDING		ARCHIVE							
<input type="checkbox"/>	JOB	JOB START DATE	JOB END DATE	WBS ACCOUNT	APPROVAL DOCUMENT	BUDGET FOR APPROVAL (\$)	UTILISATION	SUBMITTED DATE	REMARKS
<input checked="" type="checkbox"/>	IFS4103 - SOC FullName888016 J2024020005	30/08/2023	06/03/2024	A-0006112-00-00	N/A	6,040.00	0.00 / 6,040.00	21/02/2024 17:43	<input type="text"/> ✓
<input type="checkbox"/>	Test Job Update Martin F136DD46FF F2C35AF17F J2023090001	01/01/2020	31/12/2023	A-8030184-00-00	N/A	1,000.00	0.00 / 1,000.00	20/09/2023 13:58	<input type="text"/> ✓
<input type="checkbox"/>	Test Job Update Martin F136DD46FF F2C35AF17F J2023090001	01/01/2020	31/12/2023	A-8030185-00-00	N/A	1,000.00	0.00 / 1,000.00	20/09/2023 13:58	<input type="text"/> ✓

 Showing  items: 1 to 3 of 3 rows

APPROVE

REJECT

# Walkthrough (Search Opportunities)

ENTER Job Id, JOB TITLE, FACULTY, etc



SEARCH



## Available opportunities

☒ All ☐ Jobs ☐ Research Participation

### J2024020006 - IFS4103 - Looking for Pen Tester



\$40/HOUR

POSTED BY : FullName888016

03/09/2023 - 01/04/2024 100 CTR FOR ENGLISH LANGUAGE COMMUNICATION

PT at least a total of 7 applications per month.

### R2024020001 - IFS4103 - Research Survey in PT



\$50000

POSTED BY : FullName888016

1 Year

SOC

SOC

We would like your input on how IFS4103 is helpful to you through a survey. If interested, kindly get in touch with ccseyowck@nus.edu.sg. You can get \$50000 from your lecturer for each survey.

### J2024020005 - IFS4103 - SOC



\$40/HOUR

POSTED BY : FullName888016

30/08/2023 - 06/03/2024 CELC CTR FOR ENGLISH LANGUAGE COMMUNICATION

IFS4103 - SOC

# Walkthrough (Apply)

## ▶ Apply button

### ▶ Enable

### ▶ Disable

### ▶ Job Start Date

### ▶ Applicant Type

### ▶ Job Open To



IFS4103 - SOC

POSTED BY :  \$40/HOUR

FullName888016

JOB SUPERVISOR :

FullName888016

ALTERNATE JOB SUPERVISOR :

FullName888017

CONTACT NUMBER :

61291245

CONTACT EMAIL :

cetef02@nus.edu.sg

EXPECTED EARNINGS :

6040

ELIGIBLE APPLICANT :

Undergrad & Graduate

EXPECTED TOTAL WORKING HOURS :

151

ADVERTISEMENT PERIOD :

 21/02/2024 - 06/03/2024

JOB PERIOD :

 30/08/2023 - 06/03/2024

 CELC

 CTR FOR ENGLISH LANGUAGE COMMUNICATION

APPLY FOR THIS JOB

J2024020005 - IFS4103 - SOC  
30/08/2023 - 06/03/2024



JOB DETAILS

Job Description

IFS4103 - SOC

Job Requirements

Tools

POSTED BY :

FullName888016

JOB SUPERVISOR :

FullName888016

ALTERNATE JOB SUPERVISOR :

FullName888017

CONTACT NUMBER :

61291245

CONTACT EMAIL :

cetef02@nus.edu.sg

EXPECTED EARNINGS :

6040


ELIGIBLE APPLICANT :

Undergrad & Graduate


EXPECTED TOTAL WORKING HOURS :


151


ADVERTISEMENT PERIOD :

 21/02/2024 - 06/03/2024

JOB PERIOD :

 30/08/2023 - 06/03/2024

 CELC

 CTR FOR ENGLISH LANGUAGE COMMUNICATION

INPUT APPLICATION DETAILS

REMARKS

☐ Allow Job Supervisor to view Financial Aid document (as maintained in your profile)

SUBMIT

CANCEL



# Walkthrough (Offer)

## ► Click view

ACTIVE

ARCHIVE

ADD NEW JOB

JOB ID	JOB TITLE	JOB STATUS	JOB START DATE	JOB END DATE	VACANCY	BUDGET UTILISATION	APPLICATIONS
J2024020005	IFS4103 - SOC ADVERTISEMENT PERIOD: 21/02/2024 - 06/03/2024	APPROVED	30/08/2023	06/03/2024	1/1	0.00 / 500.00	VIEW (1)  

Showing 10 items: 1 to 1 of 1 rows
 

«
 <
 1
 >
 »

## ► Select offer

<input checked="" type="checkbox"/>	APPLICANT	RESIDENCY	GRADUATE RESEARCH STUDENT	FORM OF STUDY	ALLOCATED JOB COUNT	FINANCIAL AID SUPPORT DOCUMENT	STATUS	CONTRACT	APPLIED DATE	
<input checked="" type="checkbox"/>	A0149897B, NAME	SC	N	ENRL	0	N/A	APPLIED	N/A	21/02/2024	✓

Showing 10 items: 1 to 1 of 1 rows
 

«
 <
 1
 >
 »

1 rows(s) selected.

OFFER

SUBMIT

EXPORT TO EXCEL

# Walkthrough (Offer)

## ► Confirm offer

APPLICANT	RESIDENCY	GRADUATE RESEARCH STUDENT	FORM OF STUDY	ALLOCATED JOB COUNT	FINANCIAL AID SUPPORT DOCUMENT	STATUS	CONTRACT	APPLIED DATE
A0149897B, NAME	SC	N	ENRL	0	N/A	APPLIED	N/A	21/02/2024

Showing 10 items: 1 to 1 of 1 rows

« < 1 > »

### I declare that:

- ☒ I have read and understand NUS' policy on Conflict of Interest (<https://coi.nus.edu.sg/>) and hereby declare that I have no conflict of interest in relation to this job application and with the applicant. In the event that a conflict of interest arises at any point in relation to this Assignment, I will immediately take appropriate action to notify the relevant NUS officer, including to submit an Ad Hoc Declaration of Conflict of Interest.
- ☒ I undertake to uphold the highest level of integrity and professionalism in the course of my interaction with the NUS student(s) hired as outlined in NUS' Code of Conduct (<https://nusu.sharepoint.com/sites/corporate/policies/hr2/conduct-and-responsibilities/code-of-conduct.pdf>).
- ☒ I am aware of NUS policies & procedures related to the hiring of NUS students under the Scheme.

Do you want to proceed?

CONFIRM

CANCEL

# Walkthrough (Accept Offer)

## ► Confirm offer

JOB ID	JOB	START DATE	END DATE	FINANCIAL AID SUPPORT DOCUMENT	STATUS	APPLIED DATE	
J2024020005	IFS4103 - SOC PAYMENT (\$) : ₹/HR COMMITMENT (HRS): 151	30/08/2023	06/03/2024	N/A	OFFERED	21/02/2024	<input checked="" type="checkbox"/> ACCEPT <input type="checkbox"/> REJECT

Showing  items: 1 to 1 of 1 rows



JOB ID	JOB	START DATE	END DATE	FINANCIAL AID SUPPORT DOCUMENT	STATUS	APPLIED DATE	
J2024020005	IFS4103 - SOC PAYMENT (\$) : ₹/HR COMMITMENT (HRS): 151	30/08/2023	06/03/2024	N/A	OFFERED	21/02/2024	

Showing  items: 1 to 1 of 1 rows

### I agree that

- ☒ I am not a scholarship holder, or, I am a scholarship holder and have consulted my supervisor/scholarship provider on the terms and conditions of my scholarship which permits me to work during the course of my study.
- ☒ I declare that I am currently not on industrial attachment/ professional attachment/ internship/ practicum, leave of absence, or suspension arising from disciplinary offence.
- ☒ I have read and understand the policy of maximum working hours in line with prevailing laws and regulations.
- ☒ I have read, understand and will comply with NUS' Staff Code of Conduct (refer to appendix on <https://nsws.nus.edu.sg/policies/>) during the course of this Assignment
- ☒ I undertake to continue to uphold high standards of integrity and honesty as outlined in the Code of Student Conduct (<http://www.nus.edu.sg/osa/resources/code-of-student-conduct>).
- ☒ I have read, understand and will comply with NUS' policy on Conflict of Interest (<http://coi.nus.edu.sg/>). I declare that I am not aware of any conflict of interest in relation to this job application. In the event that a Conflict of Interest arises during the course of this application and/or during the job assignment, I will immediately take appropriate action, including notifying the hirer to submit my Declaration of Conflict of Interest.
- ☒ I am aware that my application details may be shared with my Home Department or Faculty for their further review if necessary.
- ☒ I am aware that payment for work done will be made via interbank GIRO and Receiving Bank Account number will be retrieved from EduRec.


Do you want to proceed to accept the offer?

CONFIRM

CANCEL

# Walkthrough (Submit Timesheet)

## ▶ Add timesheet

ACTIVE		ARCHIVE								
JOB ID	JOB TITLE	CONTRACT	JOB START DATE	JOB END DATE	PAYMENT TYPE	STATUS	PENDING ENDORSEMENT	TOTAL HOURS APPROVED	TOTAL AMOUNT	
J2024020005	IFS4103 - SOC CTR FOR ENGLISH LANGUAGE COMMUNICATION FullName888016		30/08/2023	06/03/2024		In Progress	0	0.00	0.00	

Showing 10 items: 1 to 1 of 1 rows



SELECT DATE 21/02/2024

<b>PAYABLE</b>	<b>NON PAYABLE</b>	<b>REMARKS</b>
TIME IN 08 : 00 TIME OUT 12 : 00 BREAK TIME 00 : 00 HOURS WORKED 04 : 00	GAP HOURS 00 : 00 OTHERS 00 : 00	JS NOTES STUDENT NOTES

SAVE AS DRAFT CANCEL

## ▶ Save timesheet :

- ▶ Error : Unable to validate your term information as full time student
- ▶ Try select a timesheet date before 1 Jan 2024.

# | Support

- ▶ URL : <https://qat-www.nus.edu.sg/nswspt/app/login>
- ▶ Yow Chea Keng ([cceyowck@nus.edu.sg](mailto:cceyowck@nus.edu.sg)) / Darmawi ([darmawi@nus.edu.sg](mailto:darmawi@nus.edu.sg))
- ▶ Email, Online or Physical session (if required)

