



Extend a Student's Existing  
Assignment



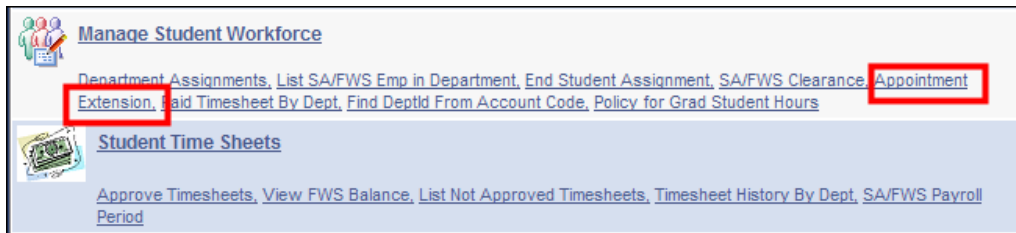
Students are hired for the Fall/Spring and the Summer Terms. If a student that is currently working for you in the Fall/Spring is going to stay for the Summer you can “extend” their existing assignment. This is also true for students that are working for you in the Summer and will continue to work for you in the upcoming Fall/Spring.

**In order to use the Appointment Extension function the Term must be a consecutive term. If they skip a Term you must create a new assignment and hire them into this new assignment for the new Term.** For instance, if the student’s Fall/Spring assignment ended in the Spring and they are not going to work in the Summer but will be returning the following Fall you cannot “extend” their assignment. The existing assignment will end and you can hire them into a new assignment for the new term.

The student must be “cleared” to work for the new term. You will receive an error message when you try to extend a student who is not cleared to work in the new term.

You may begin processing appointment extensions in SOLAR starting **5/1 for Summer** extensions and **8/1 for Fall** extensions. They should complete before the end of the current term.

From the SOLAR homepage click **Manage Student Workforce > Appointment Extension**



**Appointment Extension**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department:

EmplID:

Assignment Number:

Job Type:

[Basic Search](#) [Save Search Criteria](#)

Enter the **Department ID** and the student's Stony Brook ID (**EmplID**)

Or enter the **Assignment Number**

Click **Search**

Appointment Extension

STUDENT EMPLOYMENT APPOINTMENT EXTENSION

EmplID:

Assignment #: 30004381 Job Cdt: 1971 Student Assistant

Dept ID: 84083500 Client Support Account: 84083500

Curr Hourly Rt \$: 7.500000 Status: Pending Action Date: 07/16/2004

Curr Assignment Start Date: 08/28/2003 End Date: 05/19/2004

Choose New School Term:

Enter New Hourly Rate only if it changed

New Hourly Rate \$:

New Appt Start Date:  New Appt End Date:

Intnl Max: 0.00 Reg. Max: 0.00 FWS Award: 0.00

Enter the **New School Term**

If you are going to change the **hourly rate** you can do so at this time

Click **Save**

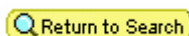
If the Student is cleared to work the **New Appt Start/Appt End Date** will be displayed.

The **Intnl Max** and **Reg Max** fields display weekly max hour restrictions for students, if applicable.

**FWS Award Amt** displays accepted Federal Work Study Award amount for the newly cleared term, if applicable.

A nightly process will run that will change the **Status** from **Pending** to **Completed** and the assignment will be updated with the new hourly rate (if changed) and the Start and End Date for the new Term.

If the student is not cleared to work a message is displayed when you click **Save**.



To extend another student, click the **Return to Search** button.



Or, click **HOME** to return to the SOLAR homepage.