

Maintain Existing Assignments

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CHANGE JOB SKILLS AND DESCRIPTION	7
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Terminating Students/Change Job Code/Change Account Code

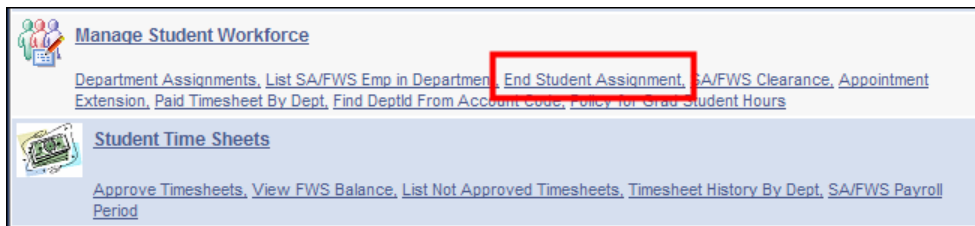
Students are cleared for and can be appointed for Fall/Spring and then again for the Summer. The Fall/Spring term ends in mid May for Student Assistants and the end of June for FWS students.

You can terminate the student in the existing assignment BEFORE the End Date. They will not be able to enter timesheet information beyond that End Date.

Following are reasons why you may have to do this:

- The student will not be working in your department anymore.
- The FWS student's award is exhausted. You must terminate the student in the FWS assignment and hire them into a new Student Assistant assignment if they are going to continue to work for you and if the department is willing to pay them from the department's account.
- You must change the Account Code that a student is paid. Since you cannot change the Account Code on an working assignment you must terminate the student in the existing assignment and hire them into a new assignment using the new Account Code.

From the SOLAR homepage click **Manage Student Workforce > End Student Assignment**



End Student Assignment
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Assignment Number:	begins with	30007351	Q
Incumbent EmpID:	begins with		Q
Department ID:	begins with		Q
Account Code:	begins with		Q
Name:	begins with		

Case Sensitive

[Basic Search](#)

Enter the **Assignment Number**

Click **Search**

If you don't know the Assignment Number you can enter the student's Stony Brook ID in the **Incumbent EmpID** field. A list of assignments will be displayed. Make sure that you choose the one that you want to change.

End Assignment

Assignment #: 30007351 Eff Status: A Assign Status: A Action Date: 01/30/2006
 DeptID: 84083500 Client Support Mail Drop: ADMIN TECH
 Account #: 84083500 Authorizer 1: 100016105 2: 100120116 3: 100373930
 Job Code: 1971 Student Assistant Assign Type: CLERICAL

Incumbt Empld: 1

Comm Serv Ind Start Dt: 08/28/2003 End Dt: 05/16/2006

Hourly Rate: 9.250000 Zip+4: 3382 Location:

Description: Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service

[Save](#) [Return to Search](#)

Enter the last day worked in the **End Date** field

Click **Save**

The End Date will be changed on the assignment and the student will not be able to enter timesheets beyond that date.

Change Timesheet Authorizer(s)

Go to your list of active assignments.

Manage Student Workforce > Department Assignments

Assignment #	Update	Copy	Eff Status	Asgn Status	Account#	Description
30000199	Update	Copy	A	A		Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service
30000551	Update	Copy	A	A	84083500 \$8.000000 1971	Student will work in the Client Support Office working with professional technicians supporting Faculty/Staff systems

Click the **Update** link next to the assignment that you would like to make changes to.

The *Update Assignment* page is displayed.

Update Assignment

Assignment #: 30009990 *Eff Status: A Assign Status: A Action Date: 08/19/2004

DeptID: 84083500 Client Support Mail Drop: ADMN TECH

Account #: 84083500 Authorizer 1: 2: 3:

Job Code: 1971 Student Assistant Assign Type: CLERICAL

Req Skills: FILING EXCEL

Incumbt Empld: Comm Serv Ind Start Dt: End Dt:

Hourly Rate: 8.750000 Zip+4: 3382 Location: Room 85410 Melville Library

Description: Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service

Remove the Stony Brook ID of the old Authorizer(s).

Enter the Stony Brook ID of the new Authorizer(s).

Click **Save**.

IMPORTANT! When an employee is listed as an "Authorizer" on an assignment they automatically have access to the **Approve Timesheets** link when they sign in to SOLAR.

Change Job Skills and Description

Go to your list of active assignments.

Manage Student Workforce > Department Assignments

Department SA/FWS Assignments

DeptID: 84083500 Client Support Active

Assignment #	Update	Copy	Eff Status	Asgn Status	Account#	Description
30000199	Update	Copy	A	A		g, mailings, ring phones, onist, filing, s deliveries, processing, customer service
30000551	Update	Copy	A	A	84083500 \$8.000000 1971	Student will work in the Client Support Office working with professional technicians supporting Faculty/Staff systems

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Click the **Update** link next to the assignment that you would like to make changes to.

The *Update Assignment* page is displayed.

Update Assignment

Assignment #: 30009990 *Eff Status: A Assign Status: A Action Date: 08/19/2004

DeptID: 84083500 Client Support Mail Drop: ADMN TECH

Account #: 84083500 Authorizer 1: 2: 3:

Job Code: 1971 Student Assistant Assign Type: CLERICAL

Req Skills: FILING EXCEL

Incumbt Empld: Comm Serv Ind Start Dt: End Dt:

Hourly Rate: 8.750000 Zip+4: 3382 Location: Room S5410 Melville Library

Description: Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service

Select the new **Req Skills**.

Enter the new **Description**.

Click **Save**.

Change Hourly Rate or Mail Drop

Contact Human Resource Services/Student Payroll.

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