

Instructions to Begin Action Modification of Student Position Description

This action is used to make changes to Student Employee positions. Log in to the HR System Administration site.

Applicant Tracking, Position Description, and Performance Management System

• Welcome **Mary May**. You are logged in. Thursday, February 23, 2012
Your Current User Type: Student Supervisor.

Welcome to the Online System for Shepherd University

Please ensure that you are logged in with the correct user type for the actions that you wish to perform.

Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information.

[Instructions for Performing Actions Using the Online HR System](#)

Look at the top of the Welcome Screen and ensure that you are logged in as Student Supervisor. If not, you will need to change your user status to reflect Student Supervisor as your user type. Click on “Begin New Action” from the left-hand navigation bar and the screen below will appear.

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Begin New Action

Begin New Action		
3 Records		
Action	Description	▲ Display Order
New Student Position Description Start Action		130
Modification of Student Position Description Start Action		140
Student Separation Notice Start Action		170

To begin a Modification of Student Position Description, click on the “Start Action” link just below “Modification of Student Position Description” and a screen similar to the one on the following page will appear.

Select the Job Title of “Student Employee” and click on the “Search” button.

Select the position you want to modify and click on the “Start Action” link which is located just below the Job Title. On the following page is a screen similar to the one that will appear.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

POSTINGS
ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING
PROPOSALS

CREATE POSTING
FROM POSITION

POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF
SALARY SCHEDULE
INSTRUCTIONS FOR PERFORMING ACTIONS
USING THE ONLINE HR SYSTEM

Welcome **Mary May**. You are logged in.
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Create Modification of Student Position Description

Current Title Before Modification	Current Job Description	Proposed Classification	Staff Position Details After Modification	Comments
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CONTINUE TO NEXT PAGE >>

This tab displays the present title associated with this Position Description, if applicable. New positions will not have a current title.

*Required information is denoted with an asterisk.

GENERAL CLASSIFICATION INFORMATION:	
Job Title:	STUDENT EMPLOYEE
Pay Grade:	
EEOC #:	
EEOC Extension:	No Response
FLSA:	Non-exempt
Job Code:	
Application Types Accepted:	

You will see several tabs across the top. To modify the details of the position description, click on the “Staff Position Details After Modification” tab. This tab is where you will enter the changes you wish to make to the position details.

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<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

*Required information is denoted with an asterisk.

I. Position Information

Action Number: (Will be assigned upon first saving position)	
Job Title:	STUDENT EMPLOYEE
* Working Title:	Office Assistant
Student ID:	Student ID number entered here
Position Type:	Student
* Fund:	enter fund number here
* Org:	enter org number here
* Account:	enter account number here
Cost Center:	if you know it, enter cost center here
Student Status:	New
Position Number:	position number
Employment Status:	

SEARCH HIRING PROPOSALS
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Minimum qualifications for the position must be entered here

Preferred qualifications may be entered here

Preferred Qualifications:

Appointment Length: Other
If other, please describe: Fall/Spring

Undergraduate/Graduate: Graduate

Position Status: Federal Work Study

Department: Student Emp Human Resources

Departmental User(s) with Access:

Not Selected	Selected
Willauer, Marian Yanna, LuAnn	May, Mary

Proposed Action (Continuing Employees): No Response
If other, please describe: Full-Time to Part-Time
Modification Effective Date: Temporary to Regular
Supervisor/Manager: Upgrade
Supervisor/Manager Phone/Extension: Downgrade
Alternate Student Timesheet Signer: Demotion
Current Phone: enter
Supervisor/Manager Email: Promotion
Supervisor/Manager Fax: Reinstatement
Other

Total Stipend: If stipend position - list total stipend here
Number of Stipend Payments: If stipend position - list number of payer
Stipend Payment: If stipend position - list stipend payment
Hourly Day Rate: 7.25
Hourly Night Rate: 10.88
Student Pay Level: 1
Federal Work Study Award Amount:
EPICS Non-FICA#:
EPICS FICA#:
Average work hours per week: 10-15

Employee Information

Employee first name: Sally
Employee last name: Test

The field titled "Proposed Action" is a required field and in most cases you will select "Other". Be sure to describe in the field just below titled "If other, please describe."

<ul style="list-style-type: none"> PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING PROPOSALS CREATE POSTING FROM POSITION POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT <ul style="list-style-type: none"> SHEPHERD UNIVERSITY • OFFICE OF HUMAN RESOURCES • CLASSIFIED STAFF SALARY SCHEDULE • INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM 	Race Category: This category must be checked if "no" was selected in the previous question. Hiring proposals cannot be completed without this information.	White	
	Gender:	Female	
	Home Address:	Street	
	City:	City	
	State:	WV	
	Zip:	11111	
	County:		
	Home Phone:	111-111-1111	
	Employee ID Number:		
	Campus Address:	enter	
	Campus Phone:		
	II. Job Summary/Basic Function		
	Job Summary/Basic Function: * Briefly describe the general purpose of the job in one or two sentences.	The job description must be entered here <input type="text"/>	
	Justification for Position:	<input type="text"/>	
	*Required information is denoted with an asterisk.		
	<input style="border: 1px solid black;" type="button" value=" << RETURN TO PREVIOUS "/>		<input style="border: 1px solid black;" type="button" value=" CONTINUE TO NEXT PAGE >> "/>
	<input style="border: 1px solid black;" type="button" value=" SAVE AND STAY ON THIS PAGE "/>		
	<input style="border: 1px solid black;" type="button" value=" CANCEL "/> <input style="border: 1px solid black;" type="button" value=" PREVIEW ACTION "/>		

After all the information has been entered, click on “Preview Action”. Review all the information, if there is anything that needs to be changed, click on “Edit” and make the changes. At this point you can either save without submitting, or submit the action to the next approver in the approval work-flow. Select the appropriate choice and click on “Continue” and then “Confirm”.