

Instructions to Begin a Student Separation Notice

This action is used to remove a student employee from a Student Employee Position. To begin a Student Separation Notice, log in to the HR System Administration site.

Shepherd UNIVERSITY
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](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active							
1 Record							
Job Title	Working Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
STUDENT EMPLOYEE View	Office Assistant	0000708	0	02-20-2012	Open Until Filled	Student Emp Human Resources	Posted

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

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 Student Separation Notice, click on the “Start Action” link just below “Student Separation Notice” and a screen similar to the one on the following page 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

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

Student Separation Notice

Search Positions to Begin Action On

Job Title: Any
 PROJ MGR/ELECT
 PURCH ASST II
 RECORDS ASST II
 RECORDS ASST III
 REGISTRAR
 RESID HALL ASSOC
 RETENTION SPECIALIST
 SAFETY TECHNICIAN
 SECURITY GUARD
 SPEC ASST TO PRES FOR ADVANCE
 SPORTS INFORMATION DIRECTOR
 STAFF LIBRN
 STAFF NURSE
 STAFF WRITER
 STDT RECORDS ASST
 STIPEND/SPECIAL PAYMENT
STUDENT EMPLOYEE
 SUPERVISOR, CAMPUS SERVICES
 SYS PROG
 TELEPHONE OPR

Working Title
Employee ID Number
Employee Last Name

SEARCH CANCEL

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

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Student Separation Notice

Choose Position Description to Begin Action On

1 Record

Job Title	Department	Employee ID Number	Employee Last Name	Last Action
STUDENT EMPLOYEE Start Action View Summary	Student Emp Human Resources		Test	Student Position Updated by Hiring Proposal View History

Search Positions to Begin Action On

Job Title: STUDENT EMPLOYEE
 Position Number
 Employee First Name

Working Title
Employee ID Number
Employee Last Name

SEARCH CLEAR RESULTS

CANCEL ACTION

Select the position that you want to start a separation on and click 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.

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Applicant Tracking, Position Description, and Performance Management System

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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.
Your Current User Type: Student Supervisor. Thursday, February 23, 2012

Create Student Separation Notice

Current Job Description | Position Details | Comments | Action History

Employee Details

Employee First Name: Sally
Employee Last Name: Test
Student SU Email:
Employee Middle Initial:
Home Address: Street
City: City
State: WV
Zip: 11111
County:
Home Phone: 111-111-1111
Employee ID Number:
Campus Address: enter
Campus Phone:

Position Title

GENERAL CLASSIFICATION INFORMATION:

You will see several tabs across the top. Click on the “Position Details” tab and a screen similar to the one on below will appear.

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Applicant Tracking, Position Description, and Performance Management System

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Create Student Separation Notice

Current Job Description | Position Details | Comments | Action History

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

*Required information is denoted with an asterisk.

Employee Details

Action Number:
(Will be assigned upon first saving position)

Employee First Name: Sally
Employee Last Name: Test
Employee Middle Initial:

* SSN: Student SSN entered here
Date of Birth: month/day/year entered here

Gender: Female Male Not Disclosed

* Hispanic or Latino? Yes No Not Disclosed

Race Category: [Check All](#) [Clear All](#)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

This category must be checked if "no" was selected in the previous question. Hiring proposals cannot be completed without this information.

Home Address: Street

ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING
PROPOSALS

**CREATE POSTING
FROM POSITION**

POSITION DESCRIPTIONS

BEGIN NEW ACTION
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SHEPHERD UNIVERSITY
• OFFICE OF HUMAN
RESOURCES

• CLASSIFIED STAFF
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PENDING POSTINGS
HISTORICAL POSTINGS
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**CREATE POSTING
FROM POSITION**

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City:	<input type="text" value="City"/>
State:	<input type="text" value="WV"/>
Zip:	<input type="text" value="11111"/>
County:	<input type="text"/>
Home Phone:	<input type="text" value="111-111-1111"/>
Employee ID Number:	<input type="text"/>
Campus Address:	<input type="text" value="enter"/>
Campus Phone:	<input type="text"/>
Years Shepherd:	
Years WV Higher Ed:	
Years Other:	
Months Shepherd:	
Months WV Government:	
WV Higher Months:	
Teaching Status:	
Highest Degree:	High School Graduate
Where Earned:	

Position Details

Action Number: (Will be assigned upon first saving position)											
Job Title:	STUDENT EMPLOYEE										
Fund:	<input type="text" value="enter fund number here"/>										
Org:	<input type="text" value="enter org number here"/>										
Account:	<input type="text" value="enter account number here"/>										
Position Number:	position number										
Salary:											
Working Title:	Office Assistant										
Department:	Student Emp Human Resources										
Position Status:	Federal Work Study										
Departmental User(s) with Access:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Not Selected</td> <td style="text-align: center;">Selected</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">Willauer, Marian Yanna, LuAnn</td> <td style="border: 1px solid gray; padding: 2px;">May, Mary</td> </tr> <tr> <td style="text-align: center;">></td> <td style="text-align: center;"><</td> </tr> <tr> <td style="text-align: center;"><</td> <td style="text-align: center;">></td> </tr> <tr> <td style="text-align: center;">>></td> <td style="text-align: center;"><<</td> </tr> </table>	Not Selected	Selected	Willauer, Marian Yanna, LuAnn	May, Mary	>	<	<	>	>>	<<
Not Selected	Selected										
Willauer, Marian Yanna, LuAnn	May, Mary										
>	<										
<	>										
>>	<<										
Supervisor/Manager:	Mary May										

Separation Details

Proposed Action (Separation):	<input type="text" value="No Response"/>
Other Reason for Separation:	<input type="text" value="No Response"/>
Annual Leave to be cashed (Separation only - HR use only):	<input type="text"/>
Transaction Codes (HR Only):	<input type="text"/>
Effective Separation Date:	<input type="text" value="MM/DD/YYYY -or- MM-DD-YYYY"/>

*Required information is denoted with an asterisk.

In the Separation Details section, as shown above, select the Proposed Action and enter the effective date.

Click "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 Student HR. Click on "Continue" and then "Confirm".