

# Instructions to Begin Action Rehire Modification of Student Position Description

This action is used to rehire a current student employee into the same position as they held during the most recent Summer/Spring term. Log in to the HR System Administration site.

**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.

Begin New Action		
Action	Description	▲ Display Order
<b>New Student Position Description</b> <a href="#">Start Action</a>		130
<b>Modification of Student Position Description</b> <a href="#">Start Action</a>		140
<b>Student Separation Notice</b> <a href="#">Start Action</a>		170

To begin a Rehire 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.

Job Title	Working Title	Job Code	Employee Id	Employee Last Name	Last Action
STUDENT EMPLOYEE	Office Assistant			Test	Student Position Updated by Hiring Proposal

Select the position of the employee you want to rehire 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.

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

### Create Modification of Student Position Description

Current Title Before Modification	Current Job Description	Proposed Classification	Staff Position Details After Modification	Comments																
<p style="background-color: #ffcc00; display: inline-block; padding: 2px 10px; border: 1px solid #ccc;">CONTINUE TO NEXT PAGE &gt;&gt;</p>																				
<p style="font-size: x-small;">This tab displays the present title associated with this Position Description, if applicable. New positions will not have a current title.</p> <p style="font-size: x-small; color: red;">*Required information is denoted with an asterisk.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="padding: 5px;">GENERAL CLASSIFICATION INFORMATION:</th> </tr> </thead> <tbody> <tr> <td style="width: 30%; padding: 5px;">Job Title:</td> <td style="padding: 5px;">STUDENT EMPLOYEE</td> </tr> <tr> <td style="padding: 5px;">Pay Grade:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">EEOC #:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">EEOC Extension:</td> <td style="padding: 5px;">No Response</td> </tr> <tr> <td style="padding: 5px;">FLSA:</td> <td style="padding: 5px;">Non-exempt</td> </tr> <tr> <td style="padding: 5px;">Job Code:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Application Types Accepted:</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>					GENERAL CLASSIFICATION INFORMATION:		Job Title:	STUDENT EMPLOYEE	Pay Grade:		EEOC #:		EEOC Extension:	No Response	FLSA:	Non-exempt	Job Code:		Application Types Accepted:	
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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 verify and make any changes necessary to the position details (to include budget information if required) and select the Rehire as the Proposed Action.

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- SEARCH HIRING
- PROPOSALS
- CREATE POSTING**
- FROM POSITION
- POSITION DESCRIPTIONS
- BEGIN NEW ACTION
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- ADMIN**
- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

- SHEPHERD UNIVERSITY
- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF
- SALARY SCHEDULE
- INSTRUCTIONS FOR PERFORMING ACTIONS
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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	May, Mary
Yanna, LuAnn	

Proposed Action: No Response  
(Continuing Employees): No Response  
If other, please describe:

Modification Effective Date:

Supervisor/Manager:

Supervisor/Manager Phone/Extension:

Alternate Student Timesheet Signer:

Current Phone: enter

Supervisor/Manager Email:

Supervisor/Manager Fax:

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 to rehire your employee select "Rehire Student Employee". In the field just below titled "If other, please describe." Please indicate our expected start date.

<b>PENDING POSTINGS</b> HISTORICAL POSTINGS SEARCH HIRING PROPOSALS <b>CREATE POSTING FROM POSITION</b> <b>POSITION DESCRIPTIONS</b> BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS <b>ADMIN</b> 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	Race Category: <small>This category must be checked if "no" was selected in the previous question. Hiring proposals cannot be completed without this information.</small>	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:	
	<b>II. Job Summary/Basic Function</b>	
	Job Summary/Basic Function: <small>Briefly describe the general purpose of the job in one or two sentences.</small>	<input type="text" value="The job description must be entered here"/>
	Justification for Position:	<input type="text"/>
	<small>*Required information is denoted with an asterisk.</small>	
	<input style="float: left; margin-right: 100px;" type="button" value=" &lt;&lt; RETURN TO PREVIOUS "/>	
	<input style="float: right;" type="button" value=" CONTINUE TO NEXT PAGE &gt;&gt; "/>	
	<input style="margin: 0 auto;" type="button" value=" SAVE AND STAY ON THIS PAGE "/>	
	<input style="float: left; margin-right: 50px;" type="button" value=" CANCEL "/>	
	<input style="float: right;" 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”.