

Instructions to Begin Actions

Hire for Stipend and Renew or Modify Stipend

Log in to the HR system at <https://jobs.shepherd.edu/hr>. (If you have never logged onto the system please call the Human Resources Office at extension 5328 for your user name and password.)

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. To save your work, click on the “Preview Action” button at the bottom of the screen. Select the status of “Save without Submit” or “Save”. Click on “Continue” and then “Confirm”. When you are ready to resume your work on the action, click on “Search Actions” from the left hand navigation bar and select the appropriate search criteria.

Hire for Stipend

This action will be used the first time that a stipend request is processed for an individual in the new HR system. Subsequent stipend requests for that person can be done as the action, “Renew or Modify Stipend”. Instructions for “Renew or Modify Stipend” begin on page 7.

From the left hand navigation bar select “Begin New Action” and the following screen will appear.

Applicant Tracking, Position Description, and Performance Management System

POSTINGS

SEARCH HIRING PROPOSALS

CREATE POSTING

FROM POSITION

POSITION DESCRIPTIONS

BEGIN NEW ACTION

SEARCH ACTIONS

PENDING ACTIONS

ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

• Welcome **LuAnn Yanna**. You are logged in. Tuesday, March 24, 2009

Your Current Group:Assistant.

Begin New Action

Begin New Action		
9 Records		
Action	Description	Display Order
New Staff Position Description Start Action	Use this action to request a new staff position.	10
Modification of Staff Position Description Start Action	Use this action to request an update or reclassification of an existing staff position.	30
New Faculty Position Description Start Action	Use this action to request a new faculty position.	40
Modification of Faculty Position Description Start Action	Use this action to request an update or reclassification of an existing faculty position.	50
Hire for Stipend Start Action	Use this action to request a new hire for stipend.	60
Renew or Modify Stipend Start Action	Use the action to renew or modify a stipend	70
Hire Adjunct Start Action	Use this action to hire an Adjunct Faculty Member.	80
Rehire or Modify Adjunct Start Action	Use this action to rehire or modify an Adjunct Faculty Member.	90
Separation Notice Start Action	Use this action to process a separation.	110

Click on “Hire for Stipend” and the following screen will appear.

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

POSTINGS
SEARCH HIRING PROPOSALS
CREATE POSTING FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

WELCOME LuAnn Yanna. You are logged in.
Your Current Group: Assistant. Tuesday, October 7, 2008

Create Hire for Stipend

Proposed Classification	Employee Information	Job Information	Comments
-------------------------	----------------------	-----------------	----------

Search Titles

Job Code: Job Title: Any

Position Type: Any

SEARCH CLEAR RESULTS

CANCEL

Click on the “Job Title” drop down box, scroll down and **select the job title “Stipend”.**

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

POSTINGS
SEARCH HIRING PROPOSALS
CREATE POSTING FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

WELCOME LuAnn Yanna. You are logged in.
Your Current Group: Assistant. Tuesday, October 7, 2008

Create Hire for Stipend

Proposed Classification	Employee Information	Job Information	Comments
-------------------------	----------------------	-----------------	----------

Search Titles

Job Code: Job Title: Any

Position Type: Any

SEARCH CLEAR RESULTS

CANCEL

- PROJ MGR/ELECT
- PURCH AGENT
- PURCH ASST II
- RECORDS ASST II
- RECORDS ASST II-E
- RECORDS ASST III
- RECORDS OFCR
- REGISTRAR
- RESID HALL ASSOC
- RETENTION SPECIALIST
- SECURITY GUARD
- SPEC ASST TO PRES FOR ADVANCE
- SPORTS INFORMATION DIRECTOR
- STAFF LIBRN
- STAFF NURSE
- STDT RECORDS ASST
- STIPEND**
- SUPERVISOR CAMPUS SERVICES
- SUPERVISOR GROUNDS
- SUPV/LABORERS
- SUPV/PAYROLL ACCTG
- TELEPHONE OPR
- THEATER TECH DIR
- TRADE SPECIALIST LEAD II
- TRADES SPECIALIST
- TRADES SPECIALIST I
- TRADES SPECIALIST II
- UNIVERSITY POLICE CHIEF
- VISITING ASSIST PROF
- VISITING ASSIST PROF FAMILY & CONSUMER SCI

Click on “Search”.

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

POSTINGS
SEARCH HIRING PROPOSALS
CREATE POSTING FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

WELCOME LuAnn Yanna. You are logged in. Tuesday, October 7, 2008
Your Current Group:Assistant.

Create Hire for Stipend

Proposed Classification	Employee Information	Job Information	Comments
Choose Classification to Assign			
You may associate this Position Description with one of the titles below by choosing the Select and Continue link directly below the title you choose.			
1 Record			
Job Title		Job Code	
STIPEND			
Select and Continue		View Summary	

Search Titles

Job Code: Job Title: STIPEND

Position Type: Any

Click on “Select and Continue” which is just under the word “Stipend” (under Job Title) and the following screen will appear.

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

POSTINGS
SEARCH HIRING PROPOSALS
CREATE POSTING FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

WELCOME LuAnn Yanna. You are logged in. Tuesday, October 7, 2008
Your Current Group:Assistant.

Create Hire for Stipend

Proposed Classification	Employee Information	Job Information	Comments
Title Details			
GENERAL CLASSIFICATION INFORMATION:			
Job Title:	STIPEND		
Pay Grade:			
EEOC #:			
EEOC Extension:			
FLSA:			

Click on the “Employee Information” tab and enter all information.

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

- SHEPHERD UNIVERSITY
- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

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

- SHEPHERD UNIVERSITY
- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

• Welcome **LuAnn Yanna**. You are logged in. Tuesday, March 24, 2009
 Your Current Group: Assistant.

Create Hire for Stipend

Proposed Classification	Employee Information	Job Information	Comments
<< RETURN TO PREVIOUS	CONTINUE TO NEXT PAGE >>		
*Required information is denoted with an asterisk.			
Employee Information			
Action Number: (Will be assigned upon first saving position)			
* Employee Category:	Full-time Staff <input type="button" value="v"/>		
If other, please describe:	<input type="text"/>		
* Employee Last Name: (Legal name as appears on Social Security Card)	Doe <input type="text"/>		
* Employee First Name: (Legal name as appears on Social Security Card)	Jane <input type="text"/>		
Employee Middle Initial: (Leave blank if does not apply)	<input type="text"/>		
* Employee SSN:	111-11-1111 <input type="text"/>		
* Employee Address (Street):	Any Street <input type="text"/>		
* Employee Address (City):	Anytown <input type="text"/>		
* Employee Address (State):	WV <input type="text"/>		
* Employee Address (Zip Code):	11111 <input type="text"/>		
* Employee's main contact phone number: (Format: xxx-xxx-xxxx)	111-111-1111 <input type="text"/>		
Employee ID number:	<input type="text"/>		
* Employee Gender:	<input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Not Disclosed		
* Hispanic or Latino?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Disclosed		
Race Category: (If no was selected in the previous question)	Check All Clear All <input type="checkbox"/> American Indian/Alaska Native <input checked="" type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		
* Employee Date of Birth:	07/01/1967 <input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY		
* Work Eligibility:	Citizen or National of the United States <input type="button" value="v"/>		
If other, explain:	<input type="text"/>		
*Required information is denoted with an asterisk.			
<< RETURN TO PREVIOUS	CONTINUE TO NEXT PAGE >>		
SAVE AND STAY ON THIS PAGE			

[CANCEL](#) [PREVIEW ACTION](#)

Click on “Continue to Next Page” which will take you to the “Job Information” tab.

Shepherd
UNIVERSITY

Applicant Tracking, Position Description, and Performance Management System

POSTINGS

SEARCH HIRING
PROPOSALS

CREATE POSTING

FROM POSITION
POSITION DESCRIPTIONS

BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS

ADMIN

HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

• Welcome **LuAnn Yanna**. You are logged in. Tuesday, March 24, 2009

Your Current Group: Assistant.

Create Hire for Stipend

Proposed Classification
Employee Information
Job Information
Comments

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Job Information

Position Number:	<input type="text"/>																											
* Department:	Human Resources <input type="button" value="v"/>																											
* Departmental User(s) with Access:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">Not Selected</td> <td style="border: none;">></td> <td style="text-align: center; border: none;">Selected</td> </tr> <tr> <td style="border: none;">Adams, John</td> <td style="border: none;">></td> <td style="border: none;">DeWalt, Marie</td> </tr> <tr> <td style="border: none;">Anderson, Scott</td> <td style="border: none;"><</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Barnett, Andro</td> <td style="border: none;">>></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Beckner, Scott</td> <td style="border: none;"><<</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Benedict, Dow</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Bennett, Sandra</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Berenschot, Denis</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Best, Jason</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>	Not Selected	>	Selected	Adams, John	>	DeWalt, Marie	Anderson, Scott	<		Barnett, Andro	>>		Beckner, Scott	<<		Benedict, Dow			Bennett, Sandra			Berenschot, Denis			Best, Jason		
Not Selected	>	Selected																										
Adams, John	>	DeWalt, Marie																										
Anderson, Scott	<																											
Barnett, Andro	>>																											
Beckner, Scott	<<																											
Benedict, Dow																												
Bennett, Sandra																												
Berenschot, Denis																												
Best, Jason																												
* Immediate Supervisor	Marie DeWalt																											
* Total Salary (Whole dollar form):	50.00																											
* Number of Installments:	1																											
* Installment dates:	04/30/2009 <input type="button" value="v"/>																											
* First Work Day:	04/01/2009																											
* Last Work Day:	04/02/2009																											
* Last Work Day:	04/02/2009																											
* Duties and Responsibilities:	Attend special meeting.																											
* Fund #:	111111																											
* Org #:	111111																											
* Account #:	111111																											
Transaction Codes (HR Only)	<input type="text"/>																											

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL
PREVIEW ACTION

Enter all information and click on “Continue to Next Page” which will be the comments page. Comments can be entered there if appropriate. (Please remember that all comments will forever remain a part of the document and can be viewed by everyone with access to the system including, potentially, the employee.)

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

POSTINGS
SEARCH HIRING PROPOSALS
CREATE POSTING FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF SALARY SCHEDULE

Welcome **LuAnn Yanna**. You are logged in.
Your Current Group:Assistant. Tuesday, March 24, 2009

Create Hire for Stipend

Proposed Classification	Employee Information	Job Information	Comments																				
<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 >> "/>																							
<p><i>*Required information is denoted with an asterisk.</i></p> <table border="1"> <tr><td>Supervisor Comments:</td><td></td></tr> <tr><td>Dept Chair Comments:</td><td></td></tr> <tr><td>Director/Dean Comments:</td><td></td></tr> <tr><td>General Counsel Comments:</td><td></td></tr> <tr><td>HR Comments:</td><td></td></tr> <tr><td>Payroll Comments:</td><td></td></tr> <tr><td>President Comments:</td><td></td></tr> <tr><td>VP Finance Comments:</td><td></td></tr> <tr><td>VP/Executive Officer Comments:</td><td></td></tr> <tr><td>Assistant's Comments:</td><td><input type="text"/></td></tr> </table> <p><i>*Required information is denoted with an asterisk.</i></p>				Supervisor Comments:		Dept Chair Comments:		Director/Dean Comments:		General Counsel Comments:		HR Comments:		Payroll Comments:		President Comments:		VP Finance Comments:		VP/Executive Officer Comments:		Assistant's Comments:	<input type="text"/>
Supervisor Comments:																							
Dept Chair Comments:																							
Director/Dean Comments:																							
General Counsel Comments:																							
HR Comments:																							
Payroll Comments:																							
President Comments:																							
VP Finance Comments:																							
VP/Executive Officer Comments:																							
Assistant's Comments:	<input type="text"/>																						
<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 "/>																							

Click on “Continue to Next Page” which will take you to a screen where you can review all the information and submit the action to the appropriate person. This will allow the action to be moved forward through the approval workflow.

Select the correct “Submit to...”. Click on “Continue” and then “Confirm”.

Renew or Modify Stipend

To begin action “Renew or Modify Stipend” click on “Begin New Action” from the left hand navigation bar.

Click on “Renew or Modify Stipend” and a list of Stipend actions will appear, or you can search by name under the heading “Search Rehires”.

Click on “Start Action” under the prior Stipend action for the person you want to renew.

Click on the “Employee Information” tab and the information for that person will populate the form. Make changes, if necessary.

If this is to modify a prior Stipend action, indicate that fact in the first text block on the “Employee Information” tab. When you are done making changes on this tab click on “Continue to Next Page”.

The “Job Information” will appear. The information that populates these fields is from the prior Stipend for this person and will need to be edited for the current circumstance. Make the necessary edits to all fields.

Click on “Continue to Next Page” and enter comments if appropriate.

Click on “Continue to Next Page” which will take you to a screen where you can review all the information and submit the action to the appropriate user. This will allow the action to be moved forward through the approval workflow.

Select the correct “Submit to...”. Click on “Continue” and then “Confirm”.