

Viewing and Creating Assignments

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Topics:

- The SOLAR Homepage
- Finding your Department ID
- Viewing your Department Assignments
- Creating New Assignments
- Updating a New Vacant Assignment
- Getting to know the “Update Assignment” Fields

The SOLAR Homepage: www.stonybrook.edu/solarsystem

The screenshot shows the Solar System homepage with a navigation bar at the top containing 'Home', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Solar System' and contains several sections:

- Security and Personal Data**: Change My Solar Password, Office Address, Addresses, Names, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, Languages, 6 More...
- Elections**: Faculty/Prof Elections
- Student Financial Services**: Account Information/Payment
- Advisement**: New/Drop-In Advisees, Student Course History
- For Employees**: State Time Reporting, Payroll and Compensation, Benefits, Research Employee Time View, Learning and Development
- Manage Student Workforce**: Department Assignments, List SA/FWS Emp in Department, End Student Assignment, SA/FWS Clearance, Appointment Extension, Paid Timesheet By Dept, Find DeptId From Account Code, Policy for Grad Student Hours
- Student Time Sheets**: Approve Timesheets, View FWS Balance, List Not Approved Timesheets, Timesheet History By Dept, SA/FWS Payroll Period

A red callout box with a white background and a red border points to the 'Manage Student Workforce' and 'Student Time Sheets' sections. The text inside the callout box reads: 'Student Employment Coordinators will have both: • **Manage Student Workforce** • **Student Time Sheets**'

*** Authorizers who only approve timesheets and do not create assignments or hire students will *only* have access to **STUDENT TIME SHEETS**.

Finding your Department ID:

Under *Manage Student Workforce*, click **Find DeptId From Account Code**

Find DeptId From Account Code

Enter any information you have and click Search. Leave fields blank for a list.

Find an Existing Value

Maximum number of rows to return (up to 300):

Search by: begins with

[Advanced Search](#)

Every Department is identified by a unique **8-digit Department ID**. This is your State budget account number. You are only allowed to view/create/update assignments for that Department ID. You may have access to more than one.

Find it by entering the Account Number that you will be using to pay the student.

****Sometimes the Department ID and the Account Number are the same, but not always.**

Account Cd to DeptID

DETERMINE DEPTID FROM ACCOUNT CODE

Account Code: 84083500	Client Support	Status: Active
Department: 84083500	Client Support	Active
Level 1 - VP Area: 01	President	
Level 2 - School & Division: 0103	Div of Information Technology	
Level 3 - Deans: 010300	Div of Information Technology	

Enter the **Account number** that you will be using to pay the student and click **Search**.

This number should be **8-digits** long so you may have to add two zeros at the end. For example 84083500.

Viewing your Department Assignments:

Under *Manage Student Workforce*, click **Department Assignments**

Department Assignments

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Department ID: begins with 84083500

Status as of Effective Date: =

Department: begins with

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

Department ID	Status as of Effective Date	Business Unit	Department
84083500	Active	USBNY	Client Support
84083500	Inactive	USBNY	Client Support

To find assignment, **type in the Department ID** and click **Search**

Your department is identified by an **8-digit Department ID**. You should know this number before you start.



If you don't know this number, go back to the SOLAR home page by clicking on the Home link. Then click Find DeptId From Account Code.

Click to view either the **Active** or the **Inactive** assignments.

...a list of assignments will be displayed:

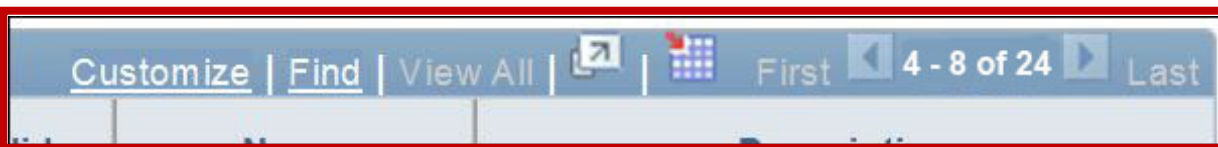
Department SA/FWS Assignments




DeptID: 86010900 WANG Operating Expenses Status: Active [Help](#)

Customize | Find | View All |  |  | First | 1-16 of 19 | Last

Assignment #	Update	Copy	Eff Status	Asgn Status	Account#	Hourly Rate	Job Code	Authorizer	Emplid	Name	Description
30033570	Update	Copy	A	A	86010901	\$8.000000	1971	10023900	10000000	Standard, Customer	Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service. Coordinate events. Flexible hours include nights and weekends.
30036398	Update	Copy	A	A	86010901	\$8.250000	1971	10023900	10776000	Liaison, Wang	Liaison between IAAC and Wang Center, will work with art installer, helping to schedule volunteers, labeling of artwork, up keep of space and contact for the Erasing Borders exhibition.

Use the options at the top right of the records list when viewing records:



- **Customize** - the data by personalizing the columns and change the sort order
- **Find** - a keyword among the records
- **View All** - data with rather than scrolling through the pages
-  - Pops data into its own window
-  - Download the data into a spreadsheet. ***You may have to scroll horizontally to see this button.**
-  - User the arrows to scroll through the pages of data

 Some of the report pages have a **Download to Excel** button. Click this button to download the information to an **Excel** spreadsheet.

NOTE: You may see assignments in the “active list whose End Date has passed. These old assignments will be moved to the “inactive” list in the Fall of each year.

Creating New Assignments (by copying existing assignments)

Department SA/FWS Assignments												
DeptID: 86010900						WANG Operating Expenses			Status: Active			Help
Assignment #	Update	Copy	Eff Status	Asgn Status	Account#	Hourly Rate	Job Code	Authorizer	Emplid	Name	Description	
30033570	Update	Copy	A	A	86010901	\$8.000000	1971	10023900	10000000	Student Assistant	Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service. Coordinate events. Flexible hours include nights and weekends.	
30036398	Update	Copy	A	A	86010901	\$8.250000	1971	10023900	10776000	Student Assistant	Liaison between IAAC and Wang Center, will work with art installer, helping to schedule volunteers, labeling of artwork, up keep of space and contact for the Erasing Borders exhibition.	

You can copy either a “filled” or “vacant” assignment. It doesn't matter. If you copy a filled assignment the student information **will not** be copied over.

Add SA/FWS Assignment Request

Duplicate Student Assistant/Federal Work Study Assignment

DeptID: 86010900 WANG Operating Expenses

Assignment Number: 30033570

*The number of assignment request <= 20:

Enter the number of copies you want to create.

Follow the instructions for Updating a New Vacant Assignment to edit the newly copied assignment.

Updating a New Vacant Assignment

1. To view your new assignments go back to the SOLAR home page by clicking on [Home](#).
2. Under *Manage Student Workforce*, click **Department Assignments**.

NOTE: You will find your new assignment(s) on the **last page** at the very **end of the list**.

3. Click **Update**

Department SA/FWS Assignments											
DeptID: 86010900		WANG Operating Expenses				Status: Active					
Help											
Customize Find View All First 1-16 of 19 Last											
Assignment #	Update	Copy	Eff Status	Asgn Status	Account#	Hourly Rate	Job Code	Authorizer	Emplid	Name	Description
30033570	Update	Copy	A	A	86010901	\$8.000000	1971	10000000	10000000	Student Assistant	Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service. Coordinate events. Flexible hours include nights and weekends.
30036398	Update	Copy	A	A	86010901	\$8.250000	1971	10000000	10000000	Student Assistant	Liaison between IAAC and Wang Center, will work with art installer, helping to schedule volunteers, labeling of artwork, up keep of space and contact for the Erasing Borders exhibition.

The Update Assignment page is displayed:

Update Assignment

Assignment #: 30039267 *Eff Status: Assign Status: A Action Date: 08/13/2012

DeptID: 86010900 WANG Operating Expenses Mail Drop:

Account #: Authorizer 1: 2: 3:

Job Code: Student Assistant Assign Type:



Req Skills:



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


Hourly Rate: Zip+4: Location:

Description: Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service. Coordinate events. Flexible hours include nights and weekends.

The "Update Assignment" Fields:

- Assignment #:** Displays present assignment number
- *Eff Status:** Select **A** for **Active** and **I** for **Inactive**.
Select **Active** if you are ready to hire a student. Select **Inactive** if you do not want to post the assignment yet and then change it to Active when you are ready to post it.
- Assign Status:** **P** indicates **Pending** and the new assignment's information is incomplete.
A indicates **Approved** and all the required data for this assignment has been entered and saved.
- Action Date:** This is the last time this record was modified (the most recent date where an *action* as occurred on this page).
- DeptID:** Displays your 8-digit Department ID (State Budget Account).
- Mail Drop:** Enter your Mail Drop (where your students' checks will go).
Click the magnifying glass  to lookup your Mail Drop.
- Account #:** Enter the 8-digit account number that will be used to pay this student. This must be 8-digits so you may have to add two zeros to the end of a 6-digit account number.
- Authorizer 1,2,3:** Enter the SOLAR ID number of each person who can approve timesheets for this assignment. Click the magnifying glass  to lookup a SOLAR ID by name.

**NOTE: It is recommended that you assign more than one Authorizer. While all three Authorizers can approve time sheets, only Authorizer 1 will appear in the Supervisor field when the student views this assignment online.
- Job Code:** Select **1721** if the assignment must be filled with a Federal Work Study Student.
Select **1971** if the assignment must be filled with a Student Assistant.
- Assign Type:** Click the  to choose the most appropriate assignment type. If you do not see an appropriate choice, contact the Financial Aid office to have it added.
- Req Skill:** Click the  and choose the most appropriate skill(s). If you do not see an appropriate choice, contact the Financial Aid office to have it added to the list.
- Incumbent Empl ID:** Leave this blank. It will automatically be populated when you hire a student into this assignment.
- Start Date:** Leave this blank. It will automatically be populated when you hire a student into this assignment.
- End Date:** Leave this blank. It will automatically be populated when you hire a student into this assignment.

- Hourly Rate:** Enter the hourly rate without the dollar sign. The hourly rate must be at least minimum wage. Refer to the Financial Aid's Student Employment Handbook for pay rate guidelines.
- Zip+4:** Enter the 4-digit internal zip code of the location of the assignment. Click the magnifying glass  to lookup the zip.
- Location:** Enter the building and room number of the location for this assignment.
- Description:** *****Do not enter any information in the description field at this time.** Instead, click **SAVE**. After you save, a description will populate in this field based on the "Assign Type" you previously selected. You should modify it with more specific information (including who to contact for an interview) and then save it again.

Quick Sheet

SOLAR Homepage – www.stonybrook.edu/solarsystem

Find your Department – Manage Student Workforce ► Find Deptid from Account Code

View your Department Assignments – Manage Student Workforce ► Department Assignments

Create New Assignments **by copying existing assignments

Update a New Vacant Assignment –

1. View Assignments:
Home ► Manage Student Workforce ► *Department Assignments*
2. Click Update