

Hiring Students

DoIT Training
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Topics:

1. The Process..
2. Summer Clearance (defined)
3. Federal Work Study (defined)
4. Logging into SOLAR (to begin)
5. Checking to see if the student is cleared to work?
6. Types of Comments
7. Explanation of the fields on the Clearance page
8. Appointing the student to a vacant assignment
9. Checking your work

The Process..

After you have interviewed and selected the desired candidate, you must verify that the student is cleared for employment and **“Ready to be Hired”**

- Employment should not be offered until the student is cleared. Those that are not cleared cannot be appointed.
- The reasons why a student may not be cleared to work are listed on the **Student Employment Clearance** section of this document. Consult *the Student Employment Handbook* for more details.

<http://www.stonybrook.edu/financialaid/pdfs/StudentEmploymentHandbook.pdf>

Summer Clearance (defined)

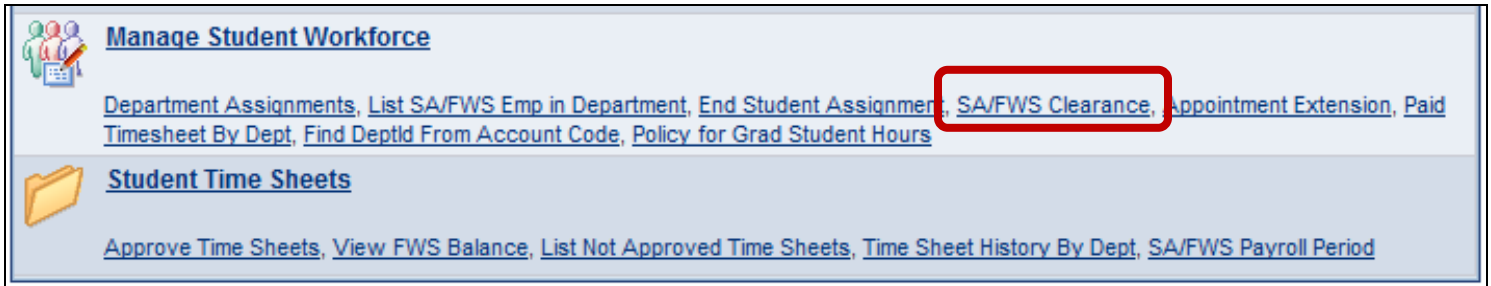
A student may be cleared to work in the summer if they are enrolled in a program leading to a degree or certificate for either the **upcoming Summer or Fall semester**.

Federal Work Study (defined)

Students that have a Federal Work Study (FWS) as part of their Financial Aid award package and that have an appropriate balance should only be appointed to a Federal Work Study (FWS) assignment. If they are appointed to a Student Assistant assignment they will be paid out of the department account instead of the work study award.

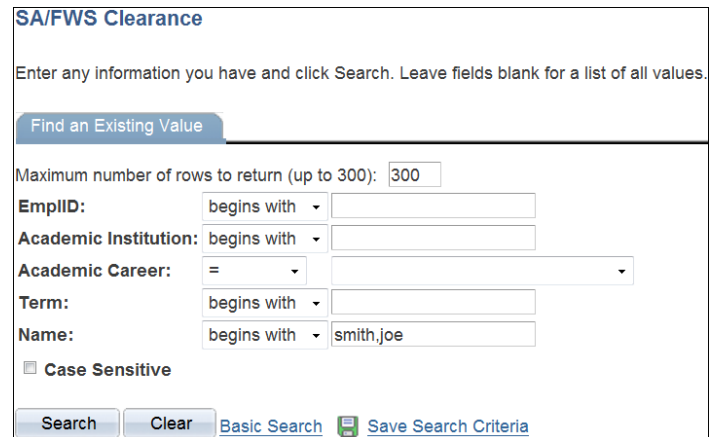
Checking to see if the student is cleared to work?

1. Under *Manage Student Workforce*, click **SA/FWS Clearance**:



The screenshot shows the 'Manage Student Workforce' menu. The 'SA/FWS Clearance' link is highlighted with a red box. Other links include Department Assignments, List SA/FWS Emp in Department, End Student Assignment, Appointment Extension, Paid Timesheet By Dept, Find Deptid From Account Code, Policy for Grad Student Hours, Student Time Sheets, Approve Time Sheets, View FWS Balance, List Not Approved Time Sheets, Time Sheet History By Dept, and SA/FWS Payroll Period.

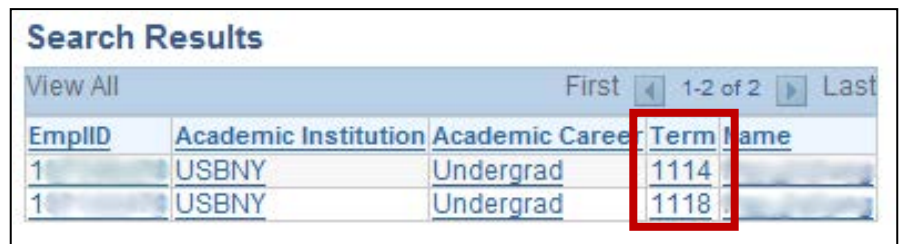
2. Enter the student's Stony Brook ID in the **EmplID** field
 - If you must search by name enter the last name then a comma and then the first name **with no spaces**.
ex: smith,joe
 - *If there is more than one student with the same name, you must **confirm the correct record using the EmplID**.



The screenshot shows the 'SA/FWS Clearance' search form. It includes a search bar, a 'Find an Existing Value' button, and several input fields: EmplID, Academic Institution, Academic Career, Term, and Name. The 'Name' field contains 'smith,joe'. There is also a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

The Search Results will list the terms that the student is available to work.

3. Click the **Term** that you wish to hire the student into to see if the student is cleared.



The screenshot shows the 'Search Results' table. The 'Term' column is highlighted with a red box. The table has columns for EmplID, Academic Institution, Academic Career, Term, and Name. The results show two entries for EmplID 1, both at USBNY, Undergrad, with Term 1114 and Term 1118.

EmplID	Academic Institution	Academic Career	Term	Name
1	USBNY	Undergrad	1114	
1	USBNY	Undergrad	1118	

Understanding the Term Codes:

The two middle numbers represent the year and the last number represents the Term:

- 1 11 4 = **Spring** 2011
- 1 11 6 = **Summer** 2011
- 1 11 8 = **Fall** 2011

4. Look for the comment: **Ready to be Hired** – this means the student can be appointed to an assignment:

SAFWS Clearance [Help](#)

EmplID: <input type="text"/>	Name: <input type="text"/>	
Pay Group: <input type="text"/>	FTE: 0.000000	
Career: UGRD	Academic Level: U2	Term: 1118 Fall 2011
Enrollment Status: Enrolled	Athletic Status: Active	
Withdrawal/Cancel: No withdrw	W/C Date: <input type="text"/>	
Fin Aid Type: <input type="text"/>	Aid Year: <input type="text"/>	Award Status: <input type="text"/>
Award Balance: 0.00	Disbursement Plan: <input type="text"/>	Hold Status: <input type="text"/>
Program Work Eligibility: Y	Max Hrs/Wk: 40.00	
Internatl Work Eligibility: Y	Max Hrs/Wk	
	During Classes: 0.00	Location: <input type="text"/>
I9 Eligibility Type: <input type="text"/>	Total Assignments: <input type="text"/>	
I9 Completion Date: <input type="text"/>	Total Assignments Working: <input type="text"/>	

Note Code	Note Type	Comments
0	M	Ready to Be Hired
12	W	I9 Form Required
13	W	Need State I9 Form

[Appoint the Student to an Assignment in the Cleared Term](#)
[Appoint the Student to an Assignment in the Summer Term](#)

If the student is "cleared" to work you will see **"Ready to be Hired"**. (code M)

If the student is not "cleared" you see will reasons why they cannot work listed in this field. (code E)

See next page for the types of comments (errors and warnings)

If the student is "Ready to be Hired", move to the next step in the process by clicking on one of these links to appoint the student into the correct term.

Types of Comments

Displays comments which define the clearance status of the student.

Note Code	Note Type	Comments
0	M	Ready to Be Hired
12	W	I9 Form Required
13	W	Need State I9 Form

The 3 Note Types:

M = Message: Indicates the student is “Ready to be Hired”.

W = Warning: Indicates that while a student can be appointed, there are additional issues that need to be cleared up (usually the I9 information needs to be submitted to HR).

E = Error: Indicates why a student cannot be appointed.

Description of Comments:

Code/Type	Message	Reason for Error or Warning
1/E	SS # Missing	<ul style="list-style-type: none"> If Student has a valid SS# they must go to the Registrar office If Student doesn't have a valid SS# they must go to the International Office
2/E	Not Enrolled	Student must be enrolled in classes at Stony Brook
3/E	Already Hired as an Employee	State employees are not eligible to work in Student Employment
4/E	Withdrew from University	Student no longer attending Stony Brook University
7/E	FA Award Incomplete – Go to FA Off	Student must go to Financial Aid to reconcile their Financial Aid record before they can be cleared to work
9/E	Not Auth to Work-Go Intntl Off	Student must go to International Office
10/E	Visa Not Grantd -Go Intntl Off	Student must go to International Office
11/E	Docs Expired-Go Intntl Off	Student must go to International Office
14/E	FWS Award-Not Accept, See FA	There is a Federal Work Study Award that has been Offered and neither Accepted/or Declined. The student needs to go to the FA Office to finalize the status of this award.
15/E	Non Matric Status-Work Inelig	Student must be enrolled in a program leading to a degree or certificate
17/E	Grad State &/or RF hrs at max	Grad students (GA/TA) are restricted to how many hours they can work on all payrolls combined.
18/E	Ineligible to Work	Student has been dismissed or suspended.
6/W	Max 20 Hours per Week	Student's work hours per week are restricted
8/W	FWS Award< 100 – can hire as SA	The student's Federal Work Study balance is less than \$100. Student may be hired as a Student Assistant ONLY
12/W	I9 Forms Required	I9 form must be sent to HRS/Student Payroll within 72 hours of student's first work day
13/W	Need State I9 form	I9 form must be sent to HRS/Student Payroll within 72 hours of student's first work day (student may have worked in the past for Research Foundation)
16W	Student has Work Study \$	This warning reminds you that the student has a work study award and therefore you should hire them into a Federal Work Study assignment rather than a Student Assistant assignment

Explanation of the fields on the SA/FWS Clearance page:

- EmpIID:** Displays the student's Stony Brook ID.
- Name:** Displays the student's name.
- Pay Group:** If the student is a State employee you will see **State 12mo** in this field and the student cannot be hired as a Student Assistant or FWS employee in the Student Employment system.
- If the student is a Graduate Assistant you will see **GSEU** in this field. Restrictions exist regarding how many additional hours Graduate Assistants can work in Student Employment. You will find this information under **Max Hrs/Wk**. You can also go to the **Policy for Grad Student Hours** page on the SOLAR homepage.
- FTE:** Displays the FTE for employees and Graduate Assistants (GSEU). This is used to determine the additional number of hours a Graduate Assistant may work as a Student Assistant.
- Career** Displays the student's Academic Career (Undergraduate, Graduate, Medical or Dental).
- Academic Level:**

Code	Description
AdvCert1	Advanced Certificate Year 1
AdvCert2	Advanced Certificate Year 2
PostMCert1	Post Masters Certificate Yr 1
PostMCert2	PostMasters Certificate Yr 2
PostDCert1	PostDoctoralCertificate Year 1
PostDCert2	PostDoctoralCertificate Year 2
PostDCert3	PostDoctoralCertificate Year 3
G0	Graduate Non Matric
G1	Entry Level Masters
G2	Advanced Level Masters
G3	Entry Level Doctorate
G4	Advanced Level Doctorate
G5	Advanced to Doctoral Candidacy
P71Grad	Pre71 Graduate
Graduate	Graduate
Prof 1	Professional Year 1
Prof 2	Professional Year 2
Prof 3	Professional Year 3
Prof 4	Professional Year 4
U0	Undergraduate Non-Matric
U1	Freshman
U2	Sophomore
U3	Junior
U4	Senior
P71Ugrd	Pre71 Undergraduate

- Term:** Displays the Term that you selected to clear the student in (Summer clearance can be either Summer or Fall).
- Enrollment Status:** Displays the student's enrollment status for the Term listed. The student must be **"enrolled"** in classes in order to be "cleared" to work. For Summer clearance, students can be enrolled in either the Summer or Fall Term.

Athletic Status: Displays the student's athletic status.

Withdrawal/Cancel: Displays whether the student has withdrawn or cancelled enrollment. If so, the student cannot be hired.

W/C Date: Displays the withdrawal/cancellation date if applicable.

Fin Aid Type: This field will be populated with "**Work/Study**" if the student has a Federal Work Study award.

Aid Year: Displays the Financial Aid Year.

Award Status: Displays the student's Financial Aid Award Status. Must be set to **Accepted** to hire a Federal Work Study student.

Award Balance: Displays the student's Award Balance (the award minus what's been paid).
Note: If a Work Study award balance is **less than \$100** the student cannot be appointed to a FWS assignment.

Disbursement Plan: Displays the Disbursement Plan for the Federal Work Study Award, if available.

Code	Description
FA	Fall Only
FS	Fall/Spring
SP	Spring Only
SU	Summer Only
TR	Summer/Fall/Spring

Hold Status: An **F** indicates that there is a hold on this student's Federal Aid. A student may not be cleared to work in a FWS assignment until this hold is removed.

Program Work Eligibility: This field must have a value of **Y** for the student to be work eligible.

Max Hrs/Week: Displays the maximum number of hours per week that a student may work (total for all jobs). Grad students may have some restrictions.

Internatl Work Eligibility: This field must have a value of **Y** for the International student to be work eligible.

Max Hrs/Wk: Defaults to **0**. If the International student has restrictions on the number of hours they can work the maximum number of hours will be displayed in this field and in the Max Hrs/Week field above.

Location: Displays the location(s) that an International student may work.

I9 Eligibility Type: Displays the student's citizenship status. This information comes from the I9 documentation that each student must complete before they can be employed.

I9 Completion Date: Displays the date the I9 information was completed. If I9 documentation has not been submitted you will see a note below in the Comments field. This documentation must be submitted within 3 days of the student's first day worked.

Total Assignments: Displays the total # of assignments the student has currently been hired into.

Total Assignments Working: Displays the total # of assignments the student has been paid from.

Appointing the student to a vacant assignment

1. On the **SW/FWS Clearance** page, click the link below to appoint the student into the correct assignment

SAFWS Clearance

EmpID: [redacted] Name: [redacted]
 Pay Group: [redacted] FTE: 0.000000

Career: UGRD Academic Level: U2 Term: 1118 Fall 2011
 Enrollment Status: Enrolled Athletic Status: Active
 Withdrawal/Cancel: No withdraw W/C Date:

Fin Aid Type: [redacted] Aid Year: [redacted] Award Status: [redacted]
 Award Balance: 0.00 Disbursement Plan: [redacted] Hold Status: [redacted]

Program Work Eligibility: Y Max Hrs/Wk: 40.00
 Internat'l Work Eligibility: Y Max Hrs/Wk: [redacted] Location: [redacted]
 During Classes: 0.00

I9 Eligibility Type: [redacted] Total Assignments: 1
 I9 Completion Date: [redacted] Total Assignments Working: 0

Note Code	Note Type	Comments
0 M		Ready to Be Hired
12 W		I9 Form Required
13 W		Need State I9 Form

[Appoint the Student to an Assignment in the Cleared Term](#)
[Appoint the Student to an Assignment in the Summer Term](#)

[Return to Search](#)

2. On the Find an Existing Value page, enter your **8-digit Department ID** and click **Search** button.

Assignment in Dept

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):

Department ID: begins with

Business Unit: begins with

Department: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

3. A list of **active, vacant** assignments will be displayed. Click **Appoint** next to the assignment that you want to hire this student into.

SAFWS Appoint to Assignment

Department ID: 86072000 Office of the VP for Admin

Assignment #	Appoint	Eff Status	Asgn Status	Account Code	Hourly Rate	Job Code	Authorizer	EmpID	Description
30039277	Appoint	A	A	86072000	\$8.000000	1721	1		Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service
3003927	Appoint	A	A	86072000	\$8.000000	1721	1		Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service
3003927	Appoint	A	A	86072000	\$8.000000	1721	1		Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service
30039280	Appoint	A	A	86072000	\$8.000000	1721	1		Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service

Remember... a student cannot be hired into an "inactive" assignment. If you plan on using an assignment that has an Eff Status of "inactive" you must update the assignment and change it to "active" first.

If the **Appoint** link is not active (not underlined) it is because you can't hire this student into an assignment with this Job Code. For instance, a student that does not have a FWS award cannot be hired into a FWS assignment.

Students that have a FWS award can be hired into a Student Assistant assignment but it is not recommended that you do this. You will receive a warning message indicating that the student has work study \$\$.

4. This will bring you to the **Update Assignment** form. At this point you can make last minute changes to the assignment.

***Notice that the student's Stony Brook ID has been added in the **Incumbent EmplID** field.

5. Click **Save**. The Start and End Date fields will be populated with the appropriate dates for the Term you've appointed.

Checking your work

You should check your list of assignments to make sure that the student was appointed to the correct assignment:

1. Click **Home** to return to the SOLAR homepage.
2. Go to *Manage Student Workforce* ► **Department Assignments**
3. Enter your **Department ID** and click **Search**
4. Click **Active** to list all of your department's active assignments.
 - Verify the EmplID and Name of the student you just appointed into the assignment.
 - **Click the **View all** (if available to view all records)

Quick Sheet

SOLAR Homepage – www.stonybrook.edu/solarsystem

Is the student Cleared to work? –

Manage Student Workforce ► **SA/FWS Clearance**

1. Choose the correct Term
2. If you see the Comment "**Ready to be Hired**", click the link to "**Appoint the Student to an Assignment in the ... Term**"
3. Enter your **Department ID** and click **Search**
4. Choose the assignment you want to hire the student into by clicking **Appoint** next to that Assignment.
5. Click **Save**.

Check your work –

Home ► Manage Student Workforce ► **Department Assignments**

- Enter **Department ID** ► **Active**
- Confirm EmplID and Name of student with Assignment