# Maintaining and Updating an Assignment

DoIT Training Stony Brook University

Chat: www.stonybrook.edu/it/chat



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### **Topics:**

- Terminating Students/Change Job Code/Change Account Code
- Changing Time Sheet Authorizer(s)
- Updating or changing Job Skills
- Changing the Hourly Rate or Mail Drop

### Terminating Students/Change Job Code/Change Account Code

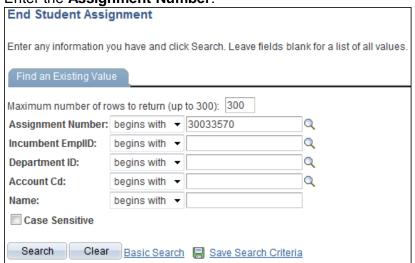
Students are cleared for and can be appointed for Fall/Spring and then again for the Summer. The Fall/Spring term ends in mid-May for Student Assistants and the end of June for Federal Work Study (FWS) students.

You can terminate the student in the existing assignment BEFORE the End Date. They will not be able to enter timesheet information beyond that End Date. Reasons why you may have to do this:

- The student will not be working in your department anymore.
- The FWS student's award is exhausted. You must terminate the student in the FWS assignment and hire them into a new Student Assistant assignment if they are going to continue to work for you and if the department is willing to pay them from the department's account.
- You must change the Account Code that a student is paid. Since you cannot change the Account Code
  on an existing working assignment you must terminate the student in the existing assignment and hire
  them into a new assignment using the new Account Code.
- 1. Log into: www.stonybrook.edu/solarsystem
- 2. Under Manage student Workforce, click End Student Assignment.



#### 3. Enter the Assignment Number:

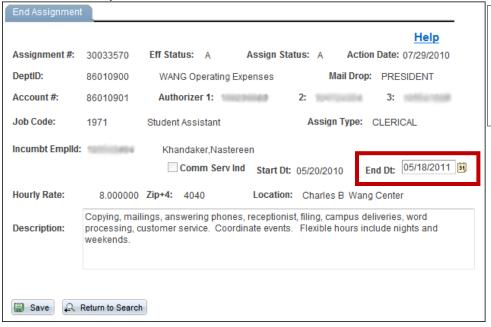


If you don't know the Assignment Number you can enter the student's Stony Brook ID number in the Incumbent EmpIID field.

A list of assignments will be displayed.

Make sure that you choose the correct Assignment that you want to change.

#### 4. Enter the last day worked in the **End Dt** field then click **Save**:

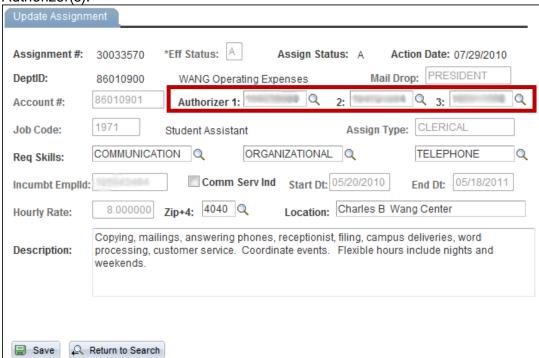


Once the end date is changed, the student will not be able to enter timesheets beyond that date.

### **Changing Time Sheet Authorizer(s)**

Go to the list of department assignments:

- 1. Go to the SOLAR home page by clicking on the **Home** link.
- 2. Under Manage Student Workforce, click Department Assignments.
- 3. Enter in your **Department ID** to view the list of Assignments.
- 4. Choose either the Active or Inactive assignments to view the list of assignment.
- 5. Click the **Update** link next to the Assignment that you want to make changes to.
- 6. Remove the Stony Brook ID of the old Authorizer(s) and enter in the new Stony Brook ID of the new Authorizer(s).



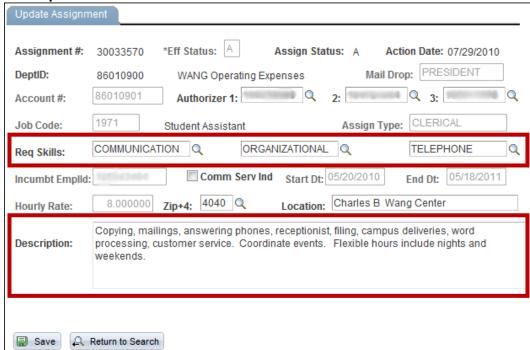
7. Click Save.

**IMPORTANT!** When an employee is listed as an "Authorizer" on an assignment they automatically have access to the **Approve Timesheets** link when they sign in to SOLAR.

## **Updating or changing Job Skills**

Go to the list of department assignments:

- 1. Go to the SOLAR home page by clicking on the **Home** link.
- 2. Under Manage Student Workforce, click Department Assignments.
- 3. Enter in your Department ID to view the list of Assignments.
- 4. Choose either the Active or Inactive assignments to view the list of assignment.
- 5. Click the **Update** link next to the Assignment that you want to make changes to.
- Select another skill by clicking on the magnifying glass next to each Req Skills field and update the Description field.



7. Click Save.

## **Changing the Hourly Rate or Mail Drop**

Contact Human Resource Service/Student Payroll.