

# Maintaining and Updating an Assignment

DoIT Training  
Stony Brook University  
Chat: [www.stonybrook.edu/it/chat](http://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](http://www.stonybrook.edu/solarsystem)
2. Under *Manage student Workforce*, click **End Student Assignment**.

**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 Time Sheets](#), [View FWS Balance](#), [List Not Approved Time Sheets](#), [Time Sheet History By Dept](#), [SA/FWS Payroll Period](#)

3. Enter the **Assignment Number**:

**End Student Assignment**

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):

Assignment Number:

Incumbent EmplID:

Department ID:

Account Cd:

Name:

Case Sensitive

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

If you don't know the Assignment Number you can enter the student's Stony Brook ID number in the **Incumbent EmplID** 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**:

**End Assignment** [Help](#)

Assignment #: 30033570    Eff Status: A    Assign Status: A    Action Date: 07/29/2010

DeptID: 86010900    WANG Operating Expenses    Mail Drop: PRESIDENT

Account #: 86010901    Authorizer 1:    2:    3:

Job Code: 1971    Student Assistant    Assign Type: CLERICAL

Incumbt Emplid:    Khandaker,Nastereen

Comm Serv Ind    Start Dt: 05/20/2010    **End Dt: 05/18/2011**

Hourly Rate: 8.000000    Zip+4: 4040    Location: Charles B Wang Center

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

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).

Update Assignment

Assignment #: 30033570 \*Eff Status:  Assign Status: A Action Date: 07/29/2010

DeptID: 86010900 WANG Operating Expenses Mail Drop:

Account #:  **Authorizer 1:**    **2:**    **3:**

Job Code:  Student Assistant Assign Type:

Req Skills:

Incumbt Empld:   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.

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.
6. Select another skill by clicking on the magnifying glass next to each **Req Skills** field and update the **Description** field.

Update Assignment

Assignment #: 30033570 \*Eff Status:  Assign Status: A Action Date: 07/29/2010

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.

7. Click **Save**.

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## Changing the Hourly Rate or Mail Drop

Contact Human Resource Service/Student Payroll.