

# View the Status of Employees, Students and Volunteers in All Departments

Certain HR users have access to the **Current Employee/Student Info** page so that they can check a person's status at the University. This page provides limited information about employees, students and volunteers.

### Navigation:

**SBU > SBU Campus Community > Inquire > Current Employee/Student Info**

**Current Employee/Student Info**  
Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

ID: begins with 123456789  
Campus ID: begins with  
National ID: begins with  
Last Name: begins with  
First Name: begins with  
HID Prox Number: begins with

Search Clear Basic Search Save Search Criteria

Enter the person's **Stony Brook ID** number

If you do not know the ID number enter the Social Security Number in the **National ID** field and/or the **Last Name** and **First Name**

Click **Search**

Below is an example of an **employee**. You can tell because **EMP** is displayed next to the person's name and **Employee Data** is displayed.

Current Empl/Stu Info Volunteer Info

Non-Plant **EMP** ID: 1000000000 Empl Rcd #: 0 HID: 20625

**EMPLOYEE DATA** Find | View All First 1 of 1 Last

Eff Date: 06/26/2008 Action Date: 07/09/2008 Eff Seq: 0 VP: 01 Agency: 28050  
Status: Active Job Title: 3250 Instruct Supprt Spec Full/Part: Full-Time FTE 1.000000  
Department: 84083500 Client Support Empl Category: Professional  
Position Number: 21032000 Action PAY Pay Rate Change Business Unit: USBNY

**STUDENT DATA** Customize | Find | View All | First 1 of 1 Last

Acad Career Acad Level Term Student Enrollment Status Units Taken Withdrawal Cancel Withdrawal Dt

This page will tell you the employee's **Status** (Active, Retired, On Leave, Terminated) and the **Department** that they are working in as of the **Eff Date** listed on this page.

If a student is working as a Student Assistant on campus they will have information under both **Employee Data** and **Student Data**. The job title will display **Student Assistant**.

Below is an example of a student who is not an employee. You can tell because you will see **Student Data** down at the bottom of the page and there is no **Employee Data**.

Current Empl/Stu Info **Volunteer Info**

Person Number: POI ID: Empl Rcd #: 0 HID:

**EMPLOYEE DATA** Find | View All First 1 of 1 Last

Eff Date: Action Date: Eff Seq: 0 VP: Agency:

Status: Job Title: Full/Part: FTE

Department: Empl Category:

Position Number: Action Business Unit:

**STUDENT DATA** Customize | Find | View All First 1-2 of 2 Last

Acad Career	Acad Level	Term	Student Enrollment Status	Units Taken	Withdrawal Cancel	Withdrawal Dt
1 UGRD	U4	Summer 2008	Enrolled	8.000	No withdrw	
2 UGRD	U4	Fall 2008	Enrolled	15.000	No withdrw	

Below is an example of a volunteer or affiliate of the University. You must click the **Volunteer Info** tab to see this page.

Current Empl/Stu Info **Volunteer Info**

Stony Brook ID: HID:

**Volunteer Data** Find | View All First 1 of 1 Last

Action Dt: 07/10/2008 Begin Dt: 05/27/2008 Eff Date: 07/10/2008

Expected End Dt: 07/09/2008 Actual End Dt: 07/10/2008 Status: Inactive

Title: Visitor Dept: 42001100

Employer: Academic Departments Biochemistry

Category:

Southampton

Fac/Staff  Email Notes  Library

Terminated Employee  Retired Employee  Faculty Emeritus

Anyone who is not an employee or a student but needs an ID Card must be entered into PeopleSoft as a “non-employee”. This includes temp workers and other contract workers, volunteers, visiting professors, etc. The **Department** that they working in and their **Expected End Date** are displayed on this page.