



Hire the Student

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There are two steps to this process:

1. After you have interviewed and selected the desired candidate, you must verify that the student is “cleared” for employment and “Ready to be Hired”. **You should not offer the student employment until you have done this.**
2. Those students that are “cleared” can be appointed to a vacant assignment. Those that are not “cleared” cannot be appointed.

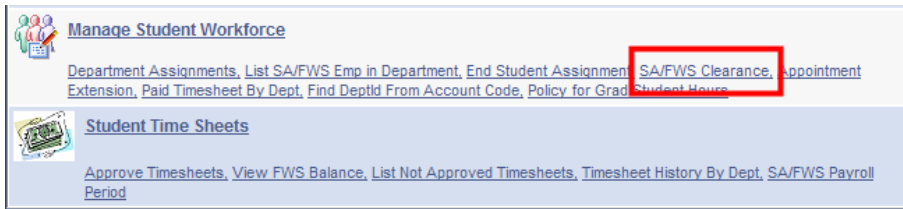
There are various reasons why a student may not be cleared to work. Those reasons will be listed on the **Student Employment Clearance** page. You can also consult your *Student Employment Handbook* for more details about the requirements for student employment.

Summer Clearance! 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! 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" For Employment

From the SOLAR homepage, click **Manage Student Workforce > SA/FWS Clearance**



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

Find an Existing Value

EmpID:

Academic Institution:

Academic Career:

Term:

Name:

Case Sensitive

[Basic Search](#)

Search Results
View All First 1 of 1 Last

EmpID	Academic Institution	Academic Career	Term Name
106391983	USBNY	Undergrad	1078 Converse,Robert Joseph

Enter the student's Stony Brook ID in the **EmpID** field and click **Search**.

A list of Terms that the student is currently "Active" or enrolled in is displayed. Click the **Term** that you wish to hire the student in.

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

1 08 8 = Fall 2008

1 08 4 = Spring 2008

1 08 6 = Summer 2008



If you do not know the student's Stony Brook ID enter the student's full name in the **Name** field using the following format:

Lastname,Firstname

(There is **NOT** a space between the comma and the first name)

If there is more than one student with the same name, **you must confirm the correct record using an EmpID.**

SA/FWS Clearance

EmplID: Name:

Pay Group: FTE: 0.00

Career: UGRD Academic Level: U2 Term: 1048 Fall 200

Enrollment Status: Enrolled Athletic Status:

Withdrawal/Cancel: No withdrw W/C Date:

Fin Aid Type: Award Year: Award Status:

Award Balance: 0.00 Disbursement Plan: Hold Status:

Program Work Eligibility: Y Max Hrs/Wk: 40.00

Internatl Work Eligibility: Y Max Hrs/Wk: 0.00 Location:

I9 Eligibility Type: CZ/NAT US

I9 Completion Date: 08/28/2003

Comments Working: 0

Note Code	Note Type	Comments
0	M	Ready to Be Hired

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

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

Return to Search Next in List Previous in List

If the student is "cleared" to work you will see "Ready to be Hired" in the Comments field.

If the student is not ready to be hired, you will see the reasons why they can't work listed in this field.

If the student is "Ready to be Hired" you can move to the next step in the process by clicking one of these links to appoint the student into a vacant assignment.

Explanation of the fields on the *Clearance* page:

- EmplID** 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** or you can go to the **Policy for Grad Student Hours** page by clicking the link 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

Displays the student's current 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 StatusDisplays 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 TypeThis 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.

COMMENTS

Displays comments, which are designed to define the clearance status of the student. Comments fall into three basic categories:

E – Error indicates the reasons why a student cannot be appointed.

W – Warning indicating that while the student can be appointed, there are additional issues that will need to be cleared up (usually the I9 information needs to be submitted to HR).

M – Message indicating that the student is “**Ready to be Hired**” .

You will find a description of the **Comments** below:

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

Appointing the Student to a Vacant Assignment

When you click the link on the *Clearance* page to appoint the student to an assignment you will go to the **Find an Existing Value** page for the assignments in your department.

Enter your 8-digit **Department ID** and click **Search**.

A list of active, vacant assignments will be displayed. **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.

Assignment #	Appoint	Eff Status	Asgn Status	Account Code	Hourly Rate	Job Code	Authorizer	EmpID	Description
30009807	<u>Appoint</u>	A	A	84083500	\$7.500000	1971			Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service
30009808	<u>Appoint</u>	A	A	84083500	\$9.250000	1971			Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service

Click the **Appoint** link next to the assignment that you want to hire this student into.

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 \$\$.

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.

After you save the **Start** and **End Date** fields will be populated with the appropriate dates for the Summer Term or for the Fall/Spring year.

Click **Save**.

Click **Home** to return to the SOLAR homepage.

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

- From the SOLAR homepage click **Manage Student Workforce > Department Assignments**.
- Enter your **Department ID** and click **Search**.
- In the list of active assignments you should see the EmplID (Stony Brook ID) and name of the student you just hired.

Click **View All** to view all of the assignments on one page.

Or, use the **Show Next/Show Previous** arrows to scroll through all of the pages of assignments

Assignment #	Update	Copy	Eff Status	Asgn Status	Account#	Hourly Rate	Job Code	Authorizer	Emplid	Name	Description
30000199	Update	Copy	A	A	84083500	\$9.250000	1971			Lock, Kathleen A	Copying, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service
30000551	Update	Copy	A	A	84083500	\$8.000000	1971			Singh, Latchman	Student will work in the Client Support Office working with professional technicians supporting Faculty/Staff systems