



# GETTING STARTED

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## Overview of the Student Employment System

Student Employment Coordinators use the Student Employment System in SOLAR to do the following:

- Create **Federal Work Study** and **Student Assistant** assignments for their department. These assignments will be posted on SOLAR so that students can apply.  
This does not include assignments that are paid for by Research funds or FSA (Faculty Student Association).
- Check to see if a student is “cleared” (eligible) to work within a specific Term.  
If the student is cleared to work they can be appointed to an available assignment in the department.  
If the student is not cleared to work, the reasons and resolutions will be posted for the Student Employment Coordinator to see. The student is expected to resolve their own clearance issues.
- Track the student’s Federal Work Study balance.
- Print reports with information about assignments and students employed by their Department.

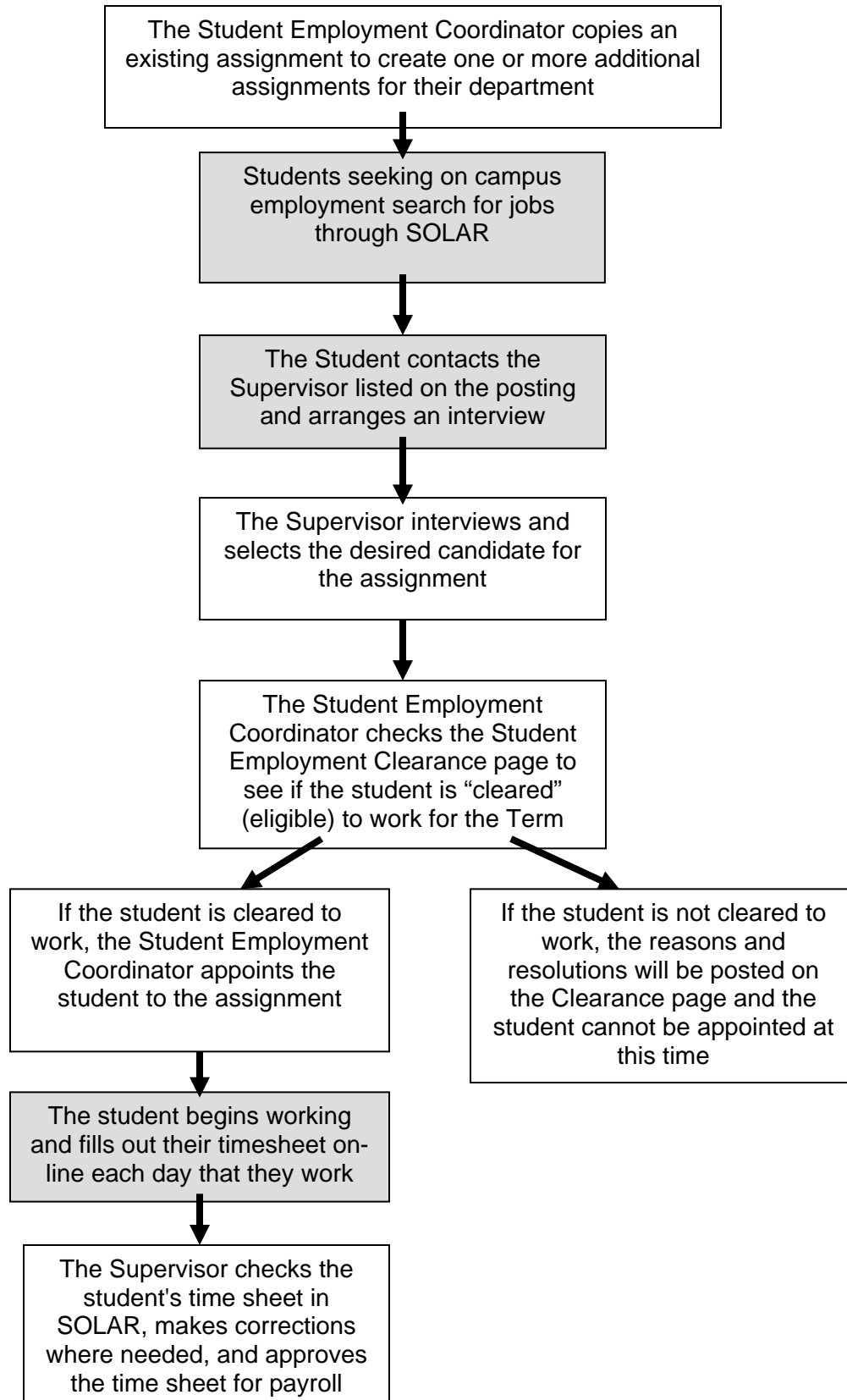
Students use the Student Employment System all to do the following on line:

- Search for available assignments.
- Enter time sheet information.
- View payroll information

Time sheet authorizers use the Student Employment System to do the following on line:

- Modify and approve timesheets for their students

# The Student Employment Process



## Before You Begin

To learn more about all of the rules and procedures for Student Employment, consult your **Student Employment Handbook** available online through the Financial Aid website:

<http://www.stonybrook.edu/finaid/programs/employment.shtml>

Research and FSA funded positions are not processed using this Student Employment system.

### **Eligibility requirements:**

- Students are hired for the Fall/Spring or Summer Terms
- Students must be in a “matriculated” program at Stony Brook University
- Students must be registered for classes in the Term that they are being hired in. Students working in the Summer term can be registered for classes in either the Summer or the Fall term.

### **Federal Work Study:**

- Students who have Federal Work Study (FWS) as part of their Financial Aid award package must be appointed to a **Federal Work Study (FWS) assignment**. These jobs are subsidized through funding received by the Federal government.
- Students who do not have Federal Work Study must be appointed to a **Student Assistant** assignment. These students are paid out of the department’s State Budget account.
- Student Employment Coordinators must check the FWS balance for all of their students weekly. The balance can be found on the **FWS Balance Report** in SOLAR or on the roster that accompanies the paychecks. You and the student will also receive a SOLAR message when the balance drops below \$250.
- Once the student’s FWS balance runs out they must be appointed to a new Student Assistant assignment if they are going to continue to work. **It is the responsibility of the hiring department to insure that students hired into FWS assignments do not earn money in excess of their award. Departments are responsible to pay students any monies earned in excess of their award.**

The **hourly rate** must be at least minimum wage.

The **maximum hours** a student may work could be restricted (i.e., GAs/TAs or int'l students).

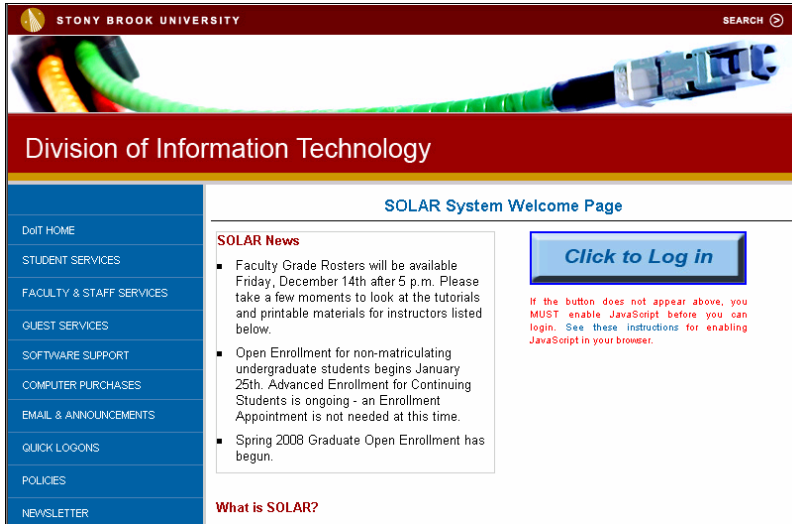
Students can be paid **overtime** (work over 40 hours) only when classes are not in session or in the summer.

## Log in to SOLAR

To access the SOLAR system type the following URL in the address bar of your browser:

[www.stonybrook.edu/solarsystem](http://www.stonybrook.edu/solarsystem)

This will bring you to the SOLAR System Welcome Page:



Click the **Log in** button

Make sure that you save this page in your browser Favorites:

- Click the **Favorites > Add to Favorites**

# The SOLAR Homepage

Home | Add to Favorites | Sign out

**Solar System**

**Security and Personal Data**  
Change My Solar Password, Office Address, Addresses, Names, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, Languages, 6 More...

**Elections**  
Faculty/Prof Elections

**Student Financial Services**  
Account Information/Payment

**Advisement**  
New/Drop-In Advisees, Student Course History

**For Employees**  
Student Time Reporting, Research and Development, Research, Research Employment, Research and Development

**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 Timesheets, View FWS Balance, List Not Approved Timesheets, Timesheet History By Dept, SA/FWS Payroll Period

Student Employment Coordinators will have both the **Manage Student Workforce** and **Student Time Sheets** links

Main Menu > Solar System >

**Manage Student Workforce**

<b>Department Assignments</b> Review and Update Assignments	<b>List SA/FWS Emp in Department</b>	<b>End Student Assignment</b>
<b>SA/FWS Clearance</b>	<b>Appointment Extension</b>	<b>Paid Timesheet By Dept</b>
<b>Find DeptId From Account Code</b>	<b>Policy for Grad Student Hours</b>	

Authorizers who only approve timesheets and do not create assignments or hire students will only have the **STUDENT TIME SHEETS** links

Main Menu > Solar System >

**Student Time Sheets**

<b>Approve Timesheets</b>	<b>View FWS Balance</b>	<b>List Not Approved Timesheets</b>
<b>Timesheet History By Dept</b>	<b>SA/FWS Payroll Period</b>	



Your SOLAR session will time out after 20 minutes of inactivity.

Please remember to save the information you enter as often as possible!

A popup box will be displayed to warn you before you are timed out. Click OK to remain in SOLAR.

If you have a popup blocker on your browser please make sure that you allow popups to be displayed for the SOLAR site.

## Navigation Tips

Click a link from the SOLAR homepage to perform a specific task in Student Employment.



Click **Home** at the top of the page to return to the SOLAR homepage and choose another link

Click **Sign out** when you are finished working in SOLAR.

**Department Assignments**  
Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

Department ID: begins with 84083500

Status as of Effective Date: =

Department Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**  
View All First 1-2 of 2 Last

Department ID	Status as of Effective Date	Business Unit	Department Name
84083500	Active	USBNY	Client Support
84083500	Inactive	USBNY	Client Support

You will only see assignments for the departments that you are authorized to view. Your department is identified by an **8-digit Department ID** (your state budget account number). You should know this number before you start.

When you view assignments you can choose to see the **Active** or the **Inactive** assignments.

**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: begins with

Academic Institution: begins with

Academic Career: =

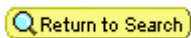
Term: begins with

Name: begins with Rant, Kim

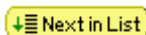
Case Sensitive

Search Clear Basic Search Save Search Criteria

It is best to search for students using their Stony Brook ID. If you must search by name enter the last name then a comma and then the first name with no spaces.



The **Return to Search** button is located at the bottom of most pages. It brings you back to the search page so that you can search for another record.



The **Next in List** button is located at the bottom of most pages. It brings you to the next record in the search result list. This is especially helpful when you are approving time sheets.

View All	
Name	Description
	Copying, mailings.

To view all of the rows on one page click **View All**  
Or, scroll through 16 rows at a time by clicking the **arrows**.




Click the **Save** button to save information that you entered.



Some of the report pages have a download to Excel button on them. Click this button to download the information to an **Excel** spreadsheet.

You may see the word **Processing** blinking in the right upper corner of the window. You cannot do anything until it stops blinking.

## Using the Lookup Function

**Mail Drop:**  

Some fields have a magnifying glass (**Lookup** button) next to them. Click this button to go to the *Lookup* page for this field.

**Lookup Mail Drop**

Mail Drop ID:

Description:

[Basic Lookup](#)

**Search Results**

[View All](#)    First  1-100 of 240  [Last](#)

Mail Drop ID	Description
<a href="#">ACCOUNTING</a>	<a href="#">Accounting</a>
<a href="#">ACCTS PAY</a>	<a href="#">Accounts Payable</a>
<a href="#">ADMISSIONS</a>	<a href="#">Admissions</a>
<a href="#">ADMN SY</a>	<a href="#">Administrative Systems</a>
<a href="#">ADMN TECH</a>	<a href="#">Administrative Technology Supp</a>
<a href="#">AFRICANA</a>	<a href="#">Africana Studies</a>
<a href="#">AIM</a>	<a href="#">Aim Program</a>
<a href="#">ALL_RHEUMA</a>	<a href="#">Allergy/Rheumatology</a>
<a href="#">AMB CARE</a>	<a href="#">Ambulatory Care</a>

Click the **Lookup** button on this page and a list of valid values will be displayed.

Use the **arrows** or **View All** to scroll through the choices.

Click a value to select it.

Or, click **Cancel** to return to the original page without selecting a value.

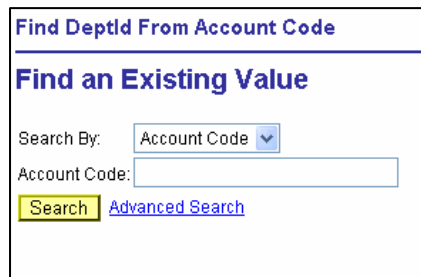
## Finding your Department ID number

In PeopleSoft every Department is identified by a unique **8-digit Department ID**. This is your State budget account number. You will need to know this number because you are only allowed to view/create/update assignments for that Department ID. You may have access to more than one Department ID.

If you already know your Department ID, you may skip this section.

If you do not know your Department ID you can find it by entering the Account Number that you will be using to pay the student. Sometimes the Department ID and the Account Number are the same, but not always.

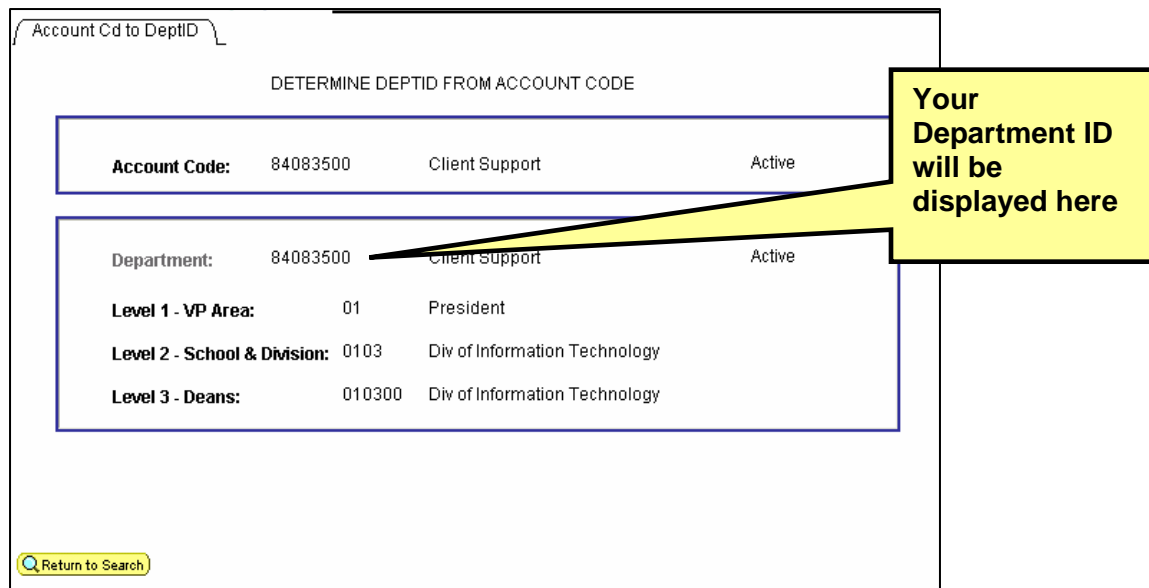
- Click the **Find Department ID from Account Code** link on the SOLAR homepage



The screenshot shows a search interface titled "Find DeptId From Account Code". Below the title is a sub-header "Find an Existing Value". There is a "Search By:" dropdown menu set to "Account Code". Below that is a text input field for "Account Code:". At the bottom left of the form is a yellow "Search" button, and to its right is a blue link for "Advanced Search".

Enter the **Account number** that you will be using to pay the student and click **Search**.

This number should be **8-digits** long so you may have to add two zeros at the end. For example 84083500.



The screenshot shows the search results page titled "Account Cd to DeptID" and "DETERMINE DEPTID FROM ACCOUNT CODE". A yellow callout box points to the "Department:" field in the results table, containing the text "Your Department ID will be displayed here".

<b>Account Code:</b>	84083500	Client Support	Active
<b>Department:</b>	84083500	Client Support	Active
<b>Level 1 - VP Area:</b>	01	President	
<b>Level 2 - School &amp; Division:</b>	0103	Div of Information Technology	
<b>Level 3 - Deans:</b>	010300	Div of Information Technology	

At the bottom left of the page is a yellow button with a magnifying glass icon and the text "Return to Search".

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