View and Create Assignments

VIEW THE ASSIGNMENTS IN YOUR DEPARTMENT 2

CREATE NEW ASSIGNMENTS 4
View the Assignments in Your Department

You will only be able to view, create and update assignments for the Department ID(s) that you are responsible for and have requested access to.

Every Department ID in the Student Employment system has at least one existing assignment. To display your assignments:

- Click Manage Student Workforce > Department Assignments

Enter your Department ID (8 digits) and click Search

Choose whether you want to display the Active assignments or the Inactive assignments

TIP: If you do not know your Department ID click HOME to go back to the SOLAR homepage and click the Find DeptID from Account Code link.
A list of assignments will be displayed.

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.

<table>
<thead>
<tr>
<th>Assignment #</th>
<th>Update</th>
<th>Copy</th>
<th>Eff Status</th>
<th>Assign Status</th>
<th>Accounts</th>
<th>Hourly Rate</th>
<th>Job Code</th>
<th>Authorizer</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30000551</td>
<td>Update</td>
<td>Copy</td>
<td>A</td>
<td>A</td>
<td>84003500</td>
<td>$9.000000</td>
<td>1971</td>
<td>Singh, Lashman S</td>
<td></td>
<td>Student will work in the Client Support Office. Prof. and tech support. Faculty/Staff systems.</td>
</tr>
</tbody>
</table>

**Note:** You may see assignments in the “active” list whose **End Date** has passed. These old assignments will be moved to the “inactive” list in the Fall of each year.
Create New Assignments

You “copy” an existing assignment to create additional new assignments. You can copy either a “filled” or “vacant” assignment. It does not matter. If you copy a filled assignment the student information will not be copied.

Once the new assignment(s) are created you edit them with information specific to each assignment.

To copy an assignment:

From your list of assignments, click the Copy link next to the assignment from which you would like to create additional assignments.

Enter the number of additional assignments that you want to create and click Save.

Click HOME to return to the SOLAR homepage.

Click the Department Assignments link and enter your Department ID to display your assignments.

You will find your new assignment(s) on the last page at the very end of the list.

To edit a new vacant assignment:

From your list of assignments click the Update link next to the assignment that you would like to make changes to.
The **Update Assignment** page is displayed.

To choose from a list of values, click the **Lookup** button (magnifying glass) next to the field.

**Assignment #**
Displays the assignment number.

**Eff Status**
Choose A for Active and I for Inactive.

If you want this assignment posted in SOLAR or if you are going to hire a student into this assignment you must make it **Active**. If you do not want this assignment posted in SOLAR at this time make it **Inactive** (just remember to change it back to “active” when you are ready to hire a student into it).
Assign Status
A value of P (pending) indicates that this is a new assignment with incomplete information. When all the required data for this assignment is entered and saved, it will have a status of A (Approved).

Action Date
This field will reflect the most recent date where an action has occurred on this page (a change of information).

DeptID
Displays your 8-digit Department ID (State budget account).

Mail Drop
Enter your Mail Drop (where the student’s check will go). If you do not know your Mail Drop ID click the Lookup button (magnifying glass) to look it up.

Account #
Enter the 8 digit account number that will be used to pay this student (must be 8 digits so you may have to add two zeros on the end of a 6 digit account number).

Authorizer 1, 2, 3
Enter the Stony Brook ID of each person approving timesheets for the student hired into this assignment. If you do not know the Stony Brook ID, click the Lookup button (magnifying glass) to search for the person by name.

IMPORTANT! It is recommended that you assign more than one Authorizer for each assignment. All three Authorizers can approve time sheets. Authorizer 1 will appear in the Supervisor field when the student views this assignment online.

Job Code
Select 1721 if this assignment must be filled with a Federal Work Study Student.
Select 1971 if this assignment must be filled with a Student Assistant.

Assign Type
Click the Lookup button (magnifying glass) and select the appropriate assignment type from the choices available. If you do not see an appropriate Assignment Type, contact the Financial Aid department to have it added.

Req Skill
Click the Lookup button (magnifying glass) and select the appropriate required skills from the choices available. A total of three skills can be entered. If you do not see an appropriate skill listed, contact the Financial Aid department to have it added.

Incumbent Empl ID
This field will be left blank at this point. It will be populated automatically when you hire a student into this assignment.

Start Date
This field will be left blank at this point. It will be populated automatically when you hire a student into this assignment.
End Date  This field will be left blank at this point. It will be populated automatically when you hire a student into this assignment.

Hourly Rate  Enter the hourly pay rate for this assignment. The dollar sign is not required. The hourly rate must be at least minimum wage (refer to the Student Employment Handbook on the Financial Aid website for pay rate guidelines).

Zip+4  Enter the 4 digit internal zip code of the location of this assignment. If you do not know the code, click the Lookup button (magnifying glass) to search for it.

Location  Enter the building and room number of the location for this assignment.

Description  Do not enter any information in the Description field at this time. After you save, a description will default from the Assignment Type that you selected. You should modify it with more specific information (including who to contact for an interview) and then save it again.

Click the SAVE button when you are finished entering the information.

Click HOME to return to the SOLAR homepage.

Click the Department Assignments link and enter your Department ID to display your assignments.

At this point you can click UPDATE and make the necessary changes to the Description field of the new assignment if necessary. It is recommended that you include the Contact Name and Phone Number in the assignment so that students know who to call when they are interested in applying for this assignment.

Click to save your changes.