



# View and Create Assignments

**VIEW THE ASSIGNMENTS IN YOUR DEPARTMENT**

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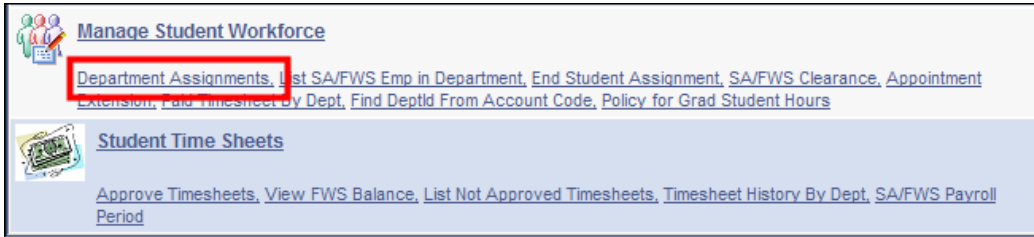


# View the Assignments in Your Department

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**



**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:

Status as of Effective Date:

Department Name:

Case Sensitive

[Basic Search](#)

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

Department ID	Status as of Effective Date	Business Unit	Department Name
<a href="#">84083500</a>	<a href="#">Active</a>	<a href="#">USBNY</a>	<a href="#">Client Support</a>
<a href="#">84083500</a>	<a href="#">Inactive</a>	<a href="#">USBNY</a>	<a href="#">Client Support</a>

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

Department SAFWS Assignments

DeptID: 84083500 Client Support Status: Active

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

[View All](#)    First ◀ 1-16 of 34 ▶ Last

**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.

**Remember**....once you create new assignments they are immediately posted in SOLAR for students to see. If you don't want to post this assignment at this time you must make it “Inactive” until you are ready to use it.

### To copy an assignment:

Department SAFWS Assignments

DeptID: 84083500 Client Support

Assignment #	Update	Copy	Eff Status	Asgn Status	Account#	H	F	Description
30000199	<a href="#">Update</a>	<a href="#">Copy</a>	A					...ing, mailings, ... ...ing phones, ... ...ptionist, filing, ... ...pus deliveries, ... ...d processing, ... ...omer service
30000551	<a href="#">Update</a>	<a href="#">Copy</a>	A	A	84083500	\$8.000000	1971	Student will work in the Client Support Office working with professional technicians supporting Faculty/Staff systems

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

Add SAFWS Assignment Request

**Duplicate Student Assistant/Federal Work Study Assignment**

DeptID: 84083500 Client Support

Assignment Number: 30000199

\*The number of assignment request <= 20:

[Save](#)

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:**

Department SAFWS Assignments

DeptID: 84083500 Client Support Active

Assignment #	Update	Copy	Eff Status	Asgn Status	Account#	Description
30000199	<a href="#">Update</a>	<a href="#">Copy</a>	A	A		ing, mailings, answering phones, receptionist, filing, campus deliveries, word processing, customer service
30000551	<a href="#">Update</a>	<a href="#">Copy</a>	A	A	84083500 \$8.000000 1971	Student will work in the Client Support Office working with professional technicians supporting Faculty/Staff systems

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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.

Update Assignment

Assignment #: 30009990 \*Eff Status:   Assign Status: A Action Date: 08/19/2004

DeptID: 84083500 Client Support 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:



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 on-line.

**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.

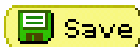
**Assign Type**

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.

<b>Incumbent Empl ID</b>	This field will be left blank at this point. It will be populated automatically when you hire a student into this assignment.
<b>Start Date</b>	This field will be left blank at this point. It will be populated automatically when you hire a student into this assignment.
<b>End Date</b>	This field will be left blank at this point. It will be populated automatically when you hire a student into this assignment.
<b>Hourly Rate</b>	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).
<b>Zip+4</b>	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.
<b>Location</b>	Enter the building and room number of the location for this assignment.
<b>Description</b>	<b>Do not enter any information in the Description field at this time.</b> 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.