How to Manage Student Job Data

HR 9.0
Overview
In this document you will learn how to manage student job data by performing the following tasks:

- Student Employee Search
- Change a Student’s Job Data
  - Change a Student’s Pay Rate
  - Rehire a Continuing Student Assistant
  - Rehire a Terminated Student Assistant
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Student Employee Search
In order to manage student job data, you will first need to search for the job record that you wish to amend.

Navigation & Beginning Search

1. Navigate to the student employee search page by selecting: Workforce Administration > CSU Workforce Admin Process > CSU HR Student Process.

2. Search for previous employment records by entering the student's Social Security Number in the National ID field.

   **Note:** We strongly recommend that you search by SSN. If you are unable to do so, please search by the student's first name or last name.

3. Click the Student Employee Search button to begin your search.

Student Not Found Page
If you are taken directly to the Student Not Found or a blank Student Job Summary page (see following two images), no matching record was found from the National ID Search.

1. Review the information you just entered for the search to be certain that you didn’t make any errors.
2. Contact the Service Desk at 278-7337.
Job Summary with NO Job Data

If you are taken to a Student Job Summary page that displays a student employee’s information but no job data:

1. Please verify your search criteria to be sure that you have located the correct record.

2. If you have located the correct record, then this student does not have any Job data to manage.
Job Summary with Job Data

If you are taken to a Student Job Summary with rows of job data (see figure below), this means that the individual already has previous student job data.

1. Identify the appropriate job row that you wish to update. You can click the Job History button if more information is necessary.

2. Click the Add button in the appropriate job row to manage the student’s job data.

![Student Job Summary Table]

Manage Student Job Data

The CSU HR Student Process is used in HR 9.0 to manage student job data. This process includes tasks such as changing a student’s pay rate, rehiring a continuing student assistant and rehiring a terminated student assistant.
1. Enter the **Effective Date** of the change (first day of the pay period).
2. Enter the **Action** Code ‘PAY’ for Pay Rate Change.
3. Enter the **Reason** Code ‘SPC’ for Student Pay Rate Change.
4. Enter the new **Hourly Rate**.
5. Click the **Save** button.
6. Once the record is saved and the process is complete, the **Student Save Successfully** page appears.
Rehire a Continuing Student Assistant

1. Enter the **Effective Date** of the change.
2. Enter the **Action** Code ‘DTA’ for Data Change.
3. Enter the **Reason** Code ‘APT’ for Appointment.
4. Change the **Hourly Rate** if necessary.
5. Enter the new **Expected End Date**.
6. Click the **Save** button.
7. Once the record is saved and the process is complete, the **Student Save Successfully** page appears.
1. Enter the **Effective Date** of the change.
2. Enter the **Action** Code ‘REH’ for Rehire.
3. Enter the **Reason** Code ‘REH’ for Rehire.
4. Change the **Hourly Rate** if necessary.
5. Enter the new **Expected End Date**.
6. Click the **Save** button.
7. Once the record is saved and the process is complete, the **Student Save Successfully** page appears.
Summary
This document has introduced you to the steps for locating a Student Job Summary and using it to manage student job data. These steps include:

- Student Employee Search
- Change a Student’s Job Data
  - Change a Student’s Pay Rate
  - Rehire a Continuing Student Assistant
  - Rehire a Terminated Student Assistant

For questions, contact the Service Desk at servicedesk@csus.edu or 278-7337.

Glossary of Terms
<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>HIR/TER/PRO, etc…</td>
</tr>
<tr>
<td>Department</td>
<td>Defaults from Position</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective Date of the transaction/hire</td>
</tr>
<tr>
<td>Empl ID</td>
<td>Employee ID – will be automatically assigned when the record is saved.</td>
</tr>
<tr>
<td>Empl Rcd</td>
<td>For students with multiple jobs. Assigned consecutively with each new job.</td>
</tr>
<tr>
<td>Expected End Date</td>
<td>End Date of appointment (if applicable)</td>
</tr>
<tr>
<td>Grade</td>
<td>Defaults from Position</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>Employee’s hourly pay rate</td>
</tr>
<tr>
<td>Job Code</td>
<td>Defaults from Position</td>
</tr>
<tr>
<td>National ID</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Position Number</td>
<td>Required</td>
</tr>
<tr>
<td>Reason</td>
<td>Reason code associated with the Action</td>
</tr>
<tr>
<td>Salary Plan</td>
<td>Defaults from Position</td>
</tr>
<tr>
<td>Standard Hours</td>
<td>Defaults from Position – can be updated</td>
</tr>
</tbody>
</table>

Appendix

Student Employee Search by Name
Searching by name on the Student Employee Search page will deliver different results than searching by Social Security Number. If you need to perform a name search, please follow the instructions below to deal with these results.

**Search Results Page**

If you are taken to the Search Results page (Figure 10), multiple matches to your search criteria have been found.

1. Review the search results to locate the desired student. You can click the **More Info** button if more detail is necessary to identify the appropriate record.

2. Click the **Select** button to choose the appropriate individual.

3. You will be taken to the **Student Job Summary** page. Please refer to further instructions on page 6.

### Student Search Results

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Birthdate</th>
<th>National ID</th>
<th>More Info</th>
<th>Select</th>
<th>Formal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 20000000 Doe</td>
<td>Jane</td>
<td>A</td>
<td></td>
<td>12/10</td>
<td></td>
<td>More Info</td>
<td>Select</td>
<td>Jane Doe</td>
</tr>
<tr>
<td>002 20000000 Doe</td>
<td>John</td>
<td>C</td>
<td></td>
<td>06/13</td>
<td></td>
<td>More Info</td>
<td>Select</td>
<td>John Doe</td>
</tr>
</tbody>
</table>