

Work Study Job Aid

Personnel Action Request

Name: MacDavitt, CurrentEE
 Campus ID: JUDKRONK
 Empl ID: 86195229
 Admin Contact: Watson, Brian W BRWATSON
 Admin Dept: 677440 BO Non-Distribution Apptmts

1. Click on the checkbox to select the employee record.
2. Click on the checkbox for "Add Workstudy" transaction
 - The system displays: "Change Effective On:" field.
3. Enter effective date in the "Change Effective On:" field.
4. Click on the "Begin Transaction" button.
 - Effective Date is populated with the date entered
5. Leave the Student Employment Office (SEO) posting # blank.
6. Add Comment: Adding Workstudy effective xx/xx/xx
7. Add Approvers and Save/Submit.

▶ Person Modifier Summary

▶ Visa/Permit Data Summary

| | | | |
|--|--|---|--|
| <input type="checkbox"/> Rehire to the University/ New Employment Record/ Additional Appointment | <input type="checkbox"/> Administrative Department Changes | <input type="checkbox"/> Working Title Changes Only | <input type="checkbox"/> Person Modifier Changes |
|--|--|---|--|

▼ Employee Record Summary

| Select? | Empl Rcd# | Eff Date | Job Code / Department | Payroll Stat / Action Rsn | Std Hrs | Class Ind | FLSA | Comp Rate / Comp Freq | FTR / Appt Prd | Appt End Dt | Reg/Temp | HR Primary Job Indicator | Future Rows / Union Cd |
|-------------------------------------|-----------|------------|--|--------------------------------------|---------|-----------|------|-----------------------|------------------|-------------|-----------|--------------------------|------------------------|
| <input type="checkbox"/> | 0 | 01/01/2013 | 100311 HRIS Clerk Senior 677440 BO Non-Distribution Apptmts | Ret w/Pay Data Elig Config Change | 40.00 | Regular | N | 0.00 Hourly | 0.00 W/outSal | | Regular | Primary | N |
| <input checked="" type="checkbox"/> | 1 | 02/01/2016 | 020300 WRITER (TEMP) 677070 HR Records & Info Services | Active New Hire | 40.00 | Regular | N | 25.00 Hourly | 0.00 | | Temporary | N/A | N |

[Workforce Job Summary](#)

[View All DBE](#)

[View All Additional Pay](#)

Begin Transaction

[Return to Search](#)

| | |
|--|---|
| <p style="text-align: center;">Job Data Changes</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Pay Rate Changes</p> <p>Other Job Changes</p> <p>Correction or Deletion of Data</p> </div> <div style="width: 45%;"> <p>Leave of Absence/Reduction in Force</p> <p>Renewal of Summer Salary/Overload</p> <p>Termination or Retirement</p> <p>Add Workstudy</p> <p><input checked="" type="checkbox"/> Add Workstudy Change Effective on 11/19/17 </p> </div> </div> | <p style="text-align: center;">Additional Pay and DBE Change</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Additional Pay</p> <p><input type="checkbox"/> Additional Pay Change</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>Funding</p> <p><input type="checkbox"/> DBE Change</p> </div> |
|--|---|

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Begin Transaction

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Employment Record #: 1
Add Workstudy (Job Data)

Effective Date: 11/19/2017

Student Employment Office(SEO) Posting #:

Comments:

Adding workstudy effective 11/19/2017.

NOTE: For the Flint Campus leave the SEO Posting # blank.

PAR Details [PAR Summary](#) [Approvals](#)

- Save & Submit
- Save as Draft
- Validate Page Entry
- Delete Transaction