

UPDATE EXISTING STUDENT ASSISTANT STEP PLACEMENT

- 1) Enter the effective date of the step change (query date) and select student hire.

GENERATE NEW ID

Query Date *

03/01/2024

Approval Category *

Student Hire, STHIRE

Go

- 2) Select the job you'd like to increase. ***Make a note of the end date!

Update Job, STJOB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input type="checkbox"/>	Primary	151036	00	HR - Student Assistant	1036, Human Resources	04/17/2023	05/31/2024	02/29/2024	Active

- 3) Update the step

Step *

1

Timesheet Orgn *

1036

- 4) Enter CSTEP for the change reason. Or use the dropdown to select "Change in Step"

Job Change Reason

CSTEP, Change in Step

- 5) ***IMPORTANT*** Update the termination date to match what the student had before. This is so that the system also updates the termination record. Moving forward, if the student is re-hired, this will default their new job to the new step increase. If you don't know the termination date, go back to the previous screen (step 2) and get the End date.

Terminate Job Record, 1S1036-00 HR - Student Assistant, Last Paid Date: 02/29/2024

Jobs Effective Date *

05/31/2024 Remove Old Value: 01/11/2024

Job Status *

T Old Value: Active

Job Change Reason *

TER42 Old Value: REHRE

Routing Queue