TO: All Timekeepers
FROM: Sara Peak
SUBJECT: *Important* Changes to Student Employee Positions

The following information was sent to employees by e-mail.

Hello Timekeepers!

As you may have read in Michele’s HCM Blog updates, changes are coming! We are letting you know that changes will be happening sooner rather than later. With GUS HR we can only have one person assigned to one position. This seems logical and that’s how we do it, mostly, on our campus now. Our biggest exception to this rule is with our student employees. We can currently have up to 99 students appointed to a single position in the IBM/Secure Shell system (yikes!).

To gear up and be ready for the transferring of data from our old IBM/Secure Shell system to GUS HR, we need to start making changes now. So that the transferring of our data is clean, we need to have one student appointed to one position, instead of the current multiple students per one position we have now.

Don’t worry! HR will be doing most of the heavy lifting. However, there are changes that you, our important timekeepers, need to be aware of.

1. First, HR will be creating new positions in your student position inventory. For example, if you have a student position called ‘Lifeguard’ and you suddenly see 12 ‘Lifeguard’ positions don’t fret! It’s just HR gearing up to switch student employees so that there is only one employee per one position.
2. Secondly, if you need to appoint a new student, please do so on a vacant position (there are instructions below on how to know if you have a student on that position already). You should find these instructions similar to how you appoint your student employees currently.

Please be patient with us and be on the lookout for more information to come at a later date.

We know this is a lot to take in, so if you have any questions please don’t hesitate to shoot us an email or give us a call!

Thank you again for your patience in this matter.

Sara Peak (speak@pittstate.edu or x4231)
Kim Hull (khull@pittstate.edu or x4143)
Kayla Devereaux (kdevereaux@pittstate.edu or x4121)
Jamie Clayton (jclayton@pittstate.edu or x4341)
Instructions

How to find out if you have a vacant student position available:
1. Log into GUS
2. On the left-hand side you should have a menu item called ‘Timekeeper Menu’ click on it.
3. Click on ‘Appoint/Revise Student Employee’
   a. Click on your department.
   b. There will be a drop down menu (like always) with more information than you are used to.
      i. You should start seeing (in addition to the position number and the title of the position) the supervisor for that position as well as the student employee appointed to that position.
      ii. If the position is vacant, you should see (in addition to the position number and the title of the position) the supervisor for that position as well as ‘Vacant’.
4. Please note: our goal is to have one student per one position. The only exception to this one-to-one rule is if one of your students is leaving and you need to train a new student for no more than a two-week period.

How to Appoint a Student Employee
1. Log into GUS
2. On the left-hand side you should have a menu item called ‘Timekeeper Menu’ click on it.
3. Click on ‘Appoint/Revise Student Employee’
   a. Click on your department.
   b. There will be a drop down menu (like always) with more information than you are used to.
      i. You should start seeing (in addition to the position number and the title of the position) the supervisor for that position as well as the student employee appointed to that position.
      ii. If the position is vacant, you should see (in addition to the position number and the title of the position) the supervisor for that position as well as ‘Vacant’.
4. Click on a student position that is vacant and click ‘Choose Position’.
5. It should take you to the New Appointment Form page that you are used to.
   a. Please note that the position should say:
      “Revise Appointment Form:
No students currently on position S0000xxxx”
   b. Please note: our goal is to have one student per one position. The only exception to this one-to-one rule is if one of your students is leaving and you need to train a new student for no more than a two-week period.
6. Fill in the student’s PSU ID number and click Fill Position, as you would regularly.