

Print HR Hire/Change Forms

Departments use the HR forms for the following:

- ✓ The **Hire/Rehire Form** is used to hire a new employee or rehire a terminated/retired employee into a vacant position number.
- ✓ The **Change Form** is used to process a job change for an existing employee. The following actions are processed on the Change Form:

Additional Job
Concurrent Hire
Data Change
Earnings Distribution Change
Hire
Leave of Absence
Long Term Disability
Paid Leave of Absence
Pay Rate Change
Position Change
Rehire
Retirement
Return From Disability
Return from Leave
Short Term Disability
Termination

- ✓ The **Change Position Form** is used to process an existing employee's move to a new position number (action = Position Change).

The forms are generated in **pdf** format and you use **Adobe Acrobat** to print them.

PS uses the **Report Manager** as a depository for all of your reports. You go to the Report Manager to retrieve and print your forms.

The forms are filled in by hand, sent for the necessary approval signatures and forwarded to Human Resources along with all of the necessary paperwork.

If you are uncertain about how to complete the forms contact the State Appointments staff in Human Resource Services.

Navigation:

SBU > SBU Human Resources > Reports > Print Hire/Rehire Form

SBU > SBU Human Resources > Reports > Print Change Form

SBU > SBU Human Resources > Reports > Print Change Position Form

Print Hire/Rehire Form
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Position Number: begins with 45791000
Description: begins with
Position Status: =
Business Unit: begins with
Department: begins with
Job Code: begins with
Reports To Position Number: begins with

Case Sensitive

[Basic Search](#)

If you are printing a **Hire/Rehire Form** enter the 8 digit vacant **Position Number** that you will be hiring the new person into and click **Search**.

Print Change Form
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 123456789
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with
National ID: begins with

Case Sensitive

[Basic Search](#)

If you are printing a **Change Form** or **Change Position Form** enter the existing employee's **EmplID** (Stony Brook ID) and click **Search**.

Print Hire/Rehire Form

Hire / Rehire Form Position Information

Run Control ID: Print_Hire_Form [Process Monitor](#) [Report Manager](#)

Position Status: A Active	Effective Date: 01/07/1999
Position Agency Code: 28050	
Department: 84079800	
Position Number: 45791000	Line Number: 45791
Job Code: 3253	Instrucl Supprt Asc

(Optional) EmplID:

On the Hire/Rehire Form, enter the new employee's **EmplID** if you know it and click the **Print Hire/Rehire Form** button.

Print Change Form

Change Information Form

Run Control ID: Print_Chg_Form [Process Monitor](#) [Report Manager](#)

EmplID: 100280724	Effective Date: 08/28/07
Name: Smith,Ala	
National ID: 482752049	Gr Campus ID:
Department: 00273000	Facilities Design and Const.
Position Number: 24000000	Union Code: 00
Job Code: 3204	Assoc Fac Prgm Coord
Compensation Frequency: 0000 12	Compensation Rate: 00000 000000

On the Change Form click the **Print Change Form** button.

Your request to process is sent to the servers.

To retrieve your form:

Print Hire/Rehire Form

Hire / Rehire Form Position Information

Run Control ID: Print_Hire_Form [Process Monitor](#) [Report Manager](#)

Position Status:	A Active	Effective Date:	01/07/1999
Position Agency Code:	28050		
Department:	84079800		
Position Number:	45791000	Line Number:	45791
Job Code:	3253	Instruc Supprt Asc	

(Optional) EmpID: [Print Hire/Rehire Form](#)

[Save](#) [Return to Search](#)

Click the **Report Manager** link on the page.

This will bring you to the **Report List** page displaying all of the reports (forms) that you have generated in the last day. Your report will only be posted in the Report List once the process has run successfully on the server.

Administration [Archives](#)

View Reports For

User ID: Type: Last: Days [Refresh](#)

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4674	2522818	SU Print Change Form	11/02/2007 3:40:49PM	Acrobat (*.pdf)	N/A	
<input type="checkbox"/>	4673	2522817	SU Print Hire/Rehire Form	11/02/2007 3:30:10PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

[Go back to Print Change Form](#)

[Save](#)

Keep clicking the **Refresh** button to refresh the page status.

When the report is ready you will see "**Posted**" in the *Status* column. Click the **Details** link to retrieve the report.

A new window will open.

Report Detail

Report

Report ID: 4673 **Process Instance:** 2522817 [Message Log](#)
Name: SUH003- **Process Type:** Crw Online
Run Status: Success

SU Print Hire/Rehire Form

Distribution Details

Distribution Node: psnsrepos1 **Expiration Date:**

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
CRW_SUH003- 2522817.log	0	11/02/2007 3:30:42.000000PM EDT
SUH003- 2522817.PDF	77,245	11/02/2007 3:30:42.000000PM EDT
pssqltrace.trc	498	11/02/2007 3:30:42.000000PM EDT

Distribute To

<u>Distribution ID Type</u>	<u>'Distribution ID</u>
User	HRDEPTCO

OK Cancel

Click the **pdf** file.
If you do not see a pdf file and only see .log and .trc files then your report produced no output.

Adobe Acrobat will open in a new window displaying the form.

STONY BROOK
STATE UNIVERSITY OF NEW YORK

USB Hire/Rehire Form

Employee Name		Employee Social Security Number		Employee ID Number	
Job Data 1					
Effective Date	Effective Sequence	Line Number	Action	Position Number	Job Code
		20820		20820000	1572
Description		Department ID	Department		
Clerk I		84079800	Client Support		
Job Data 2					
Regular/Temporary	Employee Class	PPS	Pay Group	FLSA	Classified Indicator
R		1.00	S02	N	C
Grade	Increment Code				
XXX				XXXX	XXXX
Job Data 3					
Comp. Reason	Compensation Rate	Salary Rate	Additional Comp. Amount	Add Comp. Reason	Rate
ANN-12			0.00		0.00
Loc. Pay	Site Pay	Inst. Pay	Inst. Off.		
			XXXX		

- Click the **Print** button in the Adobe Acrobat window to print the form.
- Click the **Close** button (**X**) in the upper right corner of this window to close it.
- Click Cancel at the next window.
- From the Report List page you can click the **Go back to Print Hire or Print Change Form** link to return to that page.

Complete the form by hand and send for the necessary approval signatures.