

ACCESS to Student Employment in SOLAR

Departments may designate a Student Employment Coordinator to manage student employees.

- The Student Employment Coordinator's Supervisor must submit a request form to Human Resources Student Employment here: <http://www.stonybrook.edu/hr/payroll/request-for-access-to-student-employment-system.shtml>
- Once approved, the Student Employment Coordinator will receive an invitation to the next training class provided by DoIT.
- Access is granted upon completion of training.

Questions can be directed to Human Resource Services Student Employment/Payroll to Karen Diebel at 632-4446 or 632-6094 or Karen.Diebel@stonybrook.edu.

For your convenience, here are the references for each step in the hiring process through SOLAR.

Request Form: <https://www.stonybrook.edu/hr/payroll/request-for-access-to-student-employment-system.shtml>

Viewing and Creating Assignments in SOLAR:

http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/2%20-%20PeopleSoft%20Creating%20and%20Viewing%20Assignments_0.pdf

Hiring Students into Assignments in SOLAR:

http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/3%20-%20PeopleSoft%20Hiring%20Students_0.pdf

Extending Assignments in SOLAR: http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/4%20-%20Peoplesoft%20Extenting%20Assignments_0.pdf

Maintaining and Updating Assignments in SOLAR:

http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/5%20-%20Peoplesoft%20Maintaining%20and%20Updating%20Assignments_0.pdf

Approving Student Timesheets in SOLAR:

http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/7%20-%20Peoplesoft%20Approving%20Student%20Time%20Sheets_0.pdf

Downloading Reports in SOLAR: http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/6%20-%20Peoplesoft%20Downloading%20Reports_0.pdf

SOLAR Navigation Tips : http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/1%20-%20PeopleSoft%20Navigation%20Tips_0.pdf

Hire the Student Tutorial (pdf):http://it.cc.stonybrook.edu/site_documents/get_help/solar/hire_the_student.pdf

**Note: In SOLAR there are two kinds of positions that students can be hired for:
Student Assistant – Job ID# 1971 and Federal Work Study – Job ID# 1721*