



### **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](mailto: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](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](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%20Extending%20Assignments\\_0.pdf](http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/4%20-%20Peoplesoft%20Extending%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](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](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](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](http://it.stonybrook.edu/sites/it.stonybrook.edu/files/docs/kb/1%20-%20PeopleSoft%20Navigation%20Tips_0.pdf)

### **Hiring Students – 15-minute Tutorial / video:**

[http://it.stonybrook.edu/sites/it.stonybrook.edu/files/kb/5271/pwr\\_pt\\_hiring\\_student\\_asst\\_and\\_fws\\_students\\_in\\_solar.swf](http://it.stonybrook.edu/sites/it.stonybrook.edu/files/kb/5271/pwr_pt_hiring_student_asst_and_fws_students_in_solar.swf)

### **Hire the Student Tutorial (pdf):**

[http://it.cc.stonybrook.edu/site\\_documents/get\\_help/solar/hire\\_the\\_student.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*