**Run HR Report to determine the students you need to extend or transfer:**

1. On the main HR Reports page, go to Employee Application
2. Select: Employees by Date Range
	1. For Select Criteria: “Select by Level 3 Org”
	2. select your Level 3 Org
	3. Select: Org(s)
	4. Begin Date: Select 05/01/2017 (you can select 05/12/2017 but if you have students who ended earlier then they will not show up on your report)
	5. End Date: 08/31/2017
	6. Run Report
3. Select Action and Filter
	1. In the Filter (defaults to column), select the following:
		1. Column: eClass
		2. Operator: =
		3. Expression: UB



* 1. Apply
1. Under Actions, select “Select Columns”
	1. Under “Display in Report”, keep the following (this is the order I use but you can put them in any order):
		1. Org, UNM ID, Name, Position, Suffix, Job Title, eClass, Hourly Rate, Supervisor, Appt%, Job Begin Date, Job End Date, Job Status, Job Change Reason, Job Change Reason Description
	2. Apply
	3. Go to Actions,  then Download
	4. Click on Excel download Icon



* 1. Open downloaded file
	2. Under the Home Tab, go to Sort & Filter under Editing  (on the far right of the page)
	3. Select “Custom Sort”
	4. Under Sort by Column, select “Name”
	5. Click Add Level 
	6. Select “Job End Date” under Sort by Column; order should be “Oldest to Newest”



* 1. Students with end dates of 5/12/17 will need to be extended or transferred by your department by May 1, 2017 in order to work during the 2R11 pay period (5/13/17-5/26/17).