

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

- 1) Select: Employees by Date Range
 - a. Select: your Level 3 Org
 - b. Select: Org(s)
 - c. Begin Date: Select 05/01/2015 (I use this date to include spring students who didn't work for the summer – will not show up on "Current Active Report")
 - d. End Date: 08/31/2015
 - e. Run Report

- 2) Select Action and Filter
 - a. In the Filter (defaults to column), select the following:
 - i. Column: eClass
 - ii. Operator: =
 - iii. Expression: UB
 - b. Apply

- 3) Under Actions, Select Columns
 - a. Under "Display in Report", keep the following (this is the order I use but you can put them in any order):
 - i. Org Code, UNM ID, Name, Position, Suffix, Job Title, eClass, Hourly Rate, Supervisor Name, Appt%, Job Status, Job Begin Date, Job End Date
 - b. Apply

4) Scenarios

a. Student #1

Position	Suffix	Hourly Rate	Job Status	Job Begin Date	Job End Date
UB0323	00	\$11.00	T	07/15/2014	08/14/2015
US0323	00	\$11.00	A	08/18/2014	05/13/2016

- i.
- ii. Has a SE job (UB) terminating on 8/14/15 and has been transferred to State work study (US) through 5/13/2016 so already extended.

b. Student #2

Position	Suffix	Hourly Rate	Job Status	Job Begin Date	Job End Date
UF0323	00	\$11.00	T	04/04/2015	08/07/2015

- i.
- ii. Has a current Federal (UF) position; Scheduled to end on 8/7/15; needs paperwork to extend or transfer (depends on fall award)

c. Student #3

Position	Suffix	Hourly Rate	Job Status	Job Begin Date	Job End Date
UB0323	00	\$10.00	A	05/27/2015	-

- i.
- ii. Student has an active SE job (UB) with no end date. You do not need to take any action unless you need to transfer the student to work study for the fall. Start date depends on summer enrollment (see guidelines)