Exercises – Non-pooled Student Positions

Open Firefox browser and enter the URL https://qual.its.utexas.edu/hrmsd

Exercise 1: Position Views/Straight Updates

1a: Browse Positions/Position Details/Straight Updates
1. Click the Search tab.
2. Enter a valid Work-Study eligible student job code.
3. Click Advanced Options.
4. Deselect Active (only until 11/1/2009), and enter your unit code.
5. Click Search.
6. In the listing page, choose a position to work on.
7. Use Position ID _______________.
8. View Position Details.
9. On position details page, under the section called General Information, click edit.
10. In Position Title field, enter Amazing Student Worker and save.
11. View success or error message on the straight update.
12. List at least three other straight updates possible on this page, and then update one of them.

1b: View Non-pooled Position Incumbent Page
1. There are two ways to view a non-pooled incumbent.
   a. Under the section called Position Information, click the EID of the incumbent.
   b. Or, click the Incumbent tab.
2. On the incumbent page, Click Go.
3. View incumbent details.
4. What straight updates are possible on this page?

1c: View Non-pooled Position Funding Page
1. Click the Funding tab.
2. View funding for the position.
3. Is it possible to modify funding on a straight update? __________
Exercise 2: Modify Non-pooled Student Position

2a: Modify Non-pooled student position – Start Page
1. Go to Position>>Details.
2. Enter the position ID you used in Exercise 1 and Go.
3. Click Modify at the top right of the Position Details page.
4. Check the Creator Desk information for accuracy. Change if needed by clicking the lookup tool.
5. Click Walk me through. The document is created.
6. Note the document navigation on the left side of the page. These are the sections of the Modify document.
7. Note that the top navigation indicates you are in a document.

2b: Modify Non-pooled student position – General section
1. What position attributes can be changed in the General section?

2. Change Workdays to Tuesday through Saturday and enter a future Effective Date.
3. Click Save.

2c: Modify Non-pooled student position – Incumbent section
1. Click Incumbent in the left navigation.
   a. Example 1: For Separation
      i. Change the end date for the incumbent.
      ii. What are the defaults for reason and reemployment recommendation?

   b. Example 2: For Pay Adjustment
      i. In the section called Adjustments to Base Pay, click Add Pay Adjustment.
      ii. Click the drop-down menu.
      iii. What other Adjustments to Base Pay are possible?

2d: Modify Non-pooled student position – Funding section
1. Click Funding in the left navigation.
2. Click edit.
3. What can be edited?

2e: Modify Non-pooled student position - Document Review
1. Click Document Review in the left navigation.
2. Click Show on all sections.
3. Review modifications to all sections.
4. Is it possible to continue making changes to each section? ________
5. Click Verify Document in the gray routing section.
6. Correct any errors. HINT: Error messages contain links to the places in the document that have the errors. Click the error message link to go to that spot.
Exercises – Non-pooled Student Positions

7. On Document Review, use the drop-down menu in the routing widget to select DEL - Delete this document. Click Go. Document is deleted and you can proceed with the next set of exercises.

Exercise 3: Assign to Non-pooled Student Position

3a: Assign to non-pooled student position – Locate the position
1. Go to Position>>Details.
2. Enter the position ID from Exercise 1 and Go.
3. Click Incumbent tab.
4. Click Assign Work-Study.

3b: Assign to non-pooled student position – Start page
1. Check Creator Desk for accuracy. Use the lookup tool to make changes if needed.
2. Enter the Incumbent EID.
3. Click Walk me through.

3c: Assign to non-pooled student position – Incumbent section
1. Enter date range that includes valid Work-Study dates.
2. Enter 16 hours per week.
3. Enter a rate within the job code range.
4. Enter your EID as the Work-Study Contact.
5. In Employment of Close Relatives, enter Mother is Tina Training in Anthropology.
6. Click Save & Verify.

3d: Assign to non-pooled student position – Funding
1. How would you change the funding account on this page?

3e: Assign non-pooled Work-Study - Document Review
1. In the left nav, click Document Review.
2. Review all sections by clicking Show.
3. Review changes.
4. Click Verify.
5. Correct any errors.
6. On Document Review, use the drop-down menu in the routing widget to select DEL - Delete this document. Click Go. Document is deleted and you can proceed with the next set of exercises.
Exercises – Non-pooled Student Positions

Exercise 4: Assign Non-Work Study to Non-pooled Student Position

4a: Assign non-pooled non Work-Study – Locate the position
   1. Click the Search tab.
   2. Enter a valid student job code.
   3. Click Additional Information.
   4. Deselect Future, enter your unit code.
   5. Click Search.
   6. In the listing page, click the column header Position to sort the list by position ID.
   7. Use Position ID _______________.
   8. Click the link to the position ID.
   9. View Position Details.
   10. Click Incumbent tab.
   11. Click Assign.

4b: Assign non-pooled non Work-Study - Start page
   1. Check Creator Desk for accuracy. Use the lookup tool to make changes if needed.
   2. Enter the Incumbent EID. Use the lookup tool to locate the EID if needed.
   3. Click Walk me through.

4c: Assign non-pooled non Work-Study - Incumbent section
   1. Enter Start Date and End Date.
   2. Enter 16 hours per week.
   3. Enter rate within the job code range.
   4. In Employment of Close Relatives, enter Mother is Tina Training in Anthropology.
   5. Click Save & Verify.

4d: Assign non-pooled non Work-Study – Funding
   1. How would you change the funding account on this page?

4e: Assign non-pooled non Work-Study - Document Review
   1. In the left navigation, click Document Review.
   2. Review all sections by clicking the Show/Hide links.
   3. Review changes.
   4. Click Verify.
   5. Correct any errors.
   6. On Document Review, use the drop-down menu in the routing widget to select DEL - Delete this document. Click Go. Document is deleted and you can proceed with the next set of exercises.
Exercises – Non-pooled Student Positions

1. **Optional Scenarios**

   1. You need to create a new position for a non-pooled student position. What steps will you take to create the position and assign an incumbent?

   2. A student has been fired for not coming to work. How would you separate the incumbent?