



Maryanne Vigneaux/Lib
08/05/2002 12:09 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, August 5, 2002, Number 1295

Employees - It's Time To Update Your Office Address:

Human Resource Services (HRS) and the Division of Information Technology (DoIT) have developed this online service for employees to access and update your own office address information. Changes that you make using this service will automatically update PeopleSoft, the university's official Human Resources system. By updating your office related information you will receive campus mailings and phone calls with improved accuracy. This information will also be printed in the 2002-2003 Stony Brook Faculty and Staff Directory later this year. You can access this web site anytime to update your current office address.

Please use the link below and then click "Office Address Update" on the right side of the page under Online Services to update your office address, Stony Brook Zip + 4, and your office phone number.

<http://www.stonybrook.edu/hr>

Submitted by: Rick Sadetsky/Admin

FOR STUDENT SUPERVISORS: (From Pam)

SOLAR: Approve Student Time Sheets & Student Time Sheets Paid Screens

- For Students who work in more than one area in the Library, Please indicate on the approval sheet you print for Pam by highlighting the hours the student has worked in your area only.
- DO NOT DISAPPROVE the hours the student has worked in another area of the Library, or the student will not be paid for this time. Please leave these hours blank for the other supervisor to approve.
- Only Disapprove hours in question.
- If you do disapprove hours, please print out the approval sheet and indicate by writing a note on the approval sheet the reason for disapproving the hours entered.
- Please Print the Student Time Sheets Paid in Landscape. (to change from portrait to landscape click onto: File, Print, properties, feature, landscape, ok,ok)