



Maryanne Vigneaux/Lib
04/09/2002 03:33 PM

To: Maryanne Vigneaux/Lib@SUNYSB
cc:
bcc: F.Jason Torre/Lib
Subject: Library Bulletin, April 9, 2002, Number 1265

Library Departments respond to Pam no later than NOON on Thursday, April 11, 2002.

Please read the information sent to me by Peter Franzese from the Office of Financial Aid and Student Employment, regarding the NEW Student Employment Database, which will be implemented for the Summer 2002 semester. This is a web based system where the students will be entering their hours worked via the internet.

Each Department who will hire Student Staff in the future will need to provide me with two Supervisor names (the Primary Supervisor and another for back up) who will be approving the on-line time entries submitted by their student staff. Preferably it will be the same people who now sign the paper time sheets. I will also be listed as the 3rd person who will be able to submit time entries for each department, incase both people designated, are not here on the day the students hours worked need to be submitted.

This NEW web based system will require from you the same information you have been supplying every two weeks via paper time sheets, but once implemented the information you normally have written out will be entered on the computer in place of the paper time sheets .

Mr. Franzese's e-mail should help answer your questions regarding the implementation of this New Database. I will keep you informed each step of the way and pass on any further information I receive regarding the New Student Employment Database.

Dear Student Employment Coordinator:

A new student employment system, developed in People Soft, will soon be implemented. It's a web-based application, which will integrate processes with financial aid, student records, human resource services/payroll. This system, which will replace the current manual and paper-driven process, is scheduled to begin in the **summer of 2002**.

Listed below is a "preview" of some of the new exciting features that this system will bring.

- ◆ An efficient means for you to post and re-post available positions on the web without having to rewrite job descriptions for the following semester/year.
- ◆ Quick, easy and convenient access to student employment opportunities over the internet, allowing students the opportunity to view all available job listings in one place and at their convenience, even from home during breaks.
- ◆ When positions are filled, they will no longer be listed on the web, thus, reducing further inquires.
- ◆ Clearance process will be made easier. After entering a student's Stony Brook ID, you will be informed immediately (via a web message), if a student is eligible to work or why the student is not eligible.
- ◆ Time sheet entry and supervisor authorization via the web (initial stages of development).