

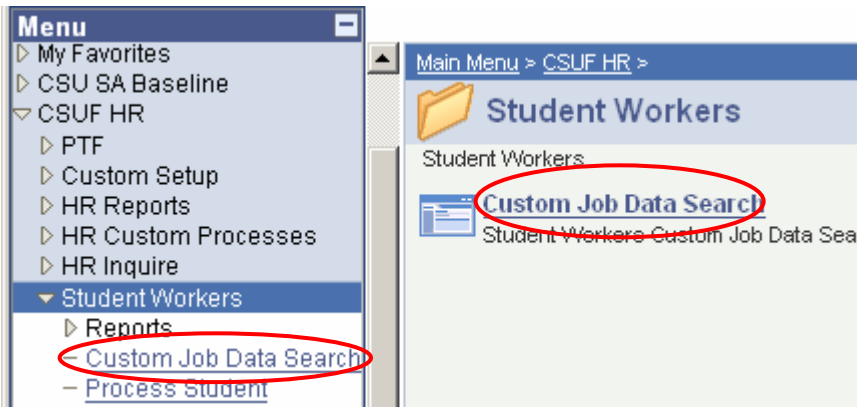


To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>



The **Student Worker Custom Job Data** is an optional tool that allows departments to update and track a student's expected start date, expected end date, and standard work hours.

! Note: The Student Worker Custom Job Data is **not** optional for processors in the Academic Affairs division.

Process Frequency: Ad hoc.

<p>Step 1:</p> <p>Navigate to the correct page:</p> <p>Home > CSUF HR > Student Workers > Custom Job Data Search</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>The Student Job Data search page appears.</p> <p>Step 2:</p> <p>Click Search to view the list of Student CWID/EMPLID numbers available to you.</p> <p>Or if you know the student's CWID/EMPLID number you can enter it and click Search.</p>	<p style="text-align: center;">Student Workers - Custom Job Data Search</p> <p>Please enter one or more values in the search parameters below and click on Search.</p> <p>From your search results, click on the Select button for the record you wish to view.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Search Parameters</p> <p>EmpID: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Search"/></p> </div>



<p>Step 2A:</p> <p>Click on the appropriate CWID/EMPLID from the list.</p> <p>Note: Depending upon the number of CWID/EMPLID displayed you may have to use the arrow button  to navigate through the pages.</p>	<h3>Student Workers - Custom Job Data Search</h3> <p>Please enter one or more values in the search parameters below and click on Search.</p> <p>From your search results, click on the Select button for the record you wish to view.</p> <div data-bbox="592 535 1274 730"> <p>Search Parameters</p> <p>EmpID: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p><input type="button" value="Search"/></p> </div> <div data-bbox="592 756 1429 892"> <p>Custom Job Search Results</p> <p>Customize Find View All First 1-10 of 13 Last</p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>Empl Rcd#</th> <th>DeptID</th> <th>Job Code</th> <th>Name</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800255507</td> <td>1</td> <td>10057</td> <td>1870</td> <td>Titan, Annie <input type="button" value="Select"/></td> </tr> </tbody> </table> </div>	EmpID	Empl Rcd#	DeptID	Job Code	Name	Select	1	800255507	1	10057	1870	Titan, Annie <input type="button" value="Select"/>															
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<p>The Student Custom Job Data History page appears.</p> <p>Step 3:</p> <p>To make changes that occur prior to the start of the expected start date, modify any of the following fields:</p> <ul style="list-style-type: none"> • Standard Hours, • Expected Job Start Date, or • EmplID (CWID) <p>Click <input type="button" value="Save"/> to update the information.</p>	<h3>Student Workers - Custom Job Data History</h3> <p>Annie Titan EmpID: 802581280 Empl Rcd Nbr: 0</p> <p>Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Sequence</th> <th>Action</th> <th>Reason</th> <th>Standard Hours</th> <th>Expected Job Start Date</th> <th>Expected Job End Date</th> <th>Updated By</th> <th>Date Time Stamp</th> </tr> </thead> <tbody> <tr> <td>1 06/02/2007</td> <td>0</td> <td>HIR</td> <td>APT</td> <td>15.00</td> <td>07/01/2007</td> <td>08/31/2007</td> <td></td> <td>05/16/07 8:26AM</td> </tr> </tbody> </table> <p>Return to Search Page</p> <p><input type="button" value="Save"/></p>	Effective Date	Sequence	Action	Reason	Standard Hours	Expected Job Start Date	Expected Job End Date	Updated By	Date Time Stamp	1 06/02/2007	0	HIR	APT	15.00	07/01/2007	08/31/2007		05/16/07 8:26AM									
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<p>Step 4:</p> <p>To make changes that occur after the student's expected start date you may add an additional row by selecting the  button.</p> <p>A new row appears.</p>	<h3>Student Workers - Custom Job Data History</h3> <p>Annie Titan EmpID: 802581280 Empl Rcd Nbr: 1</p> <p>Customize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Sequence</th> <th>Action</th> <th>Reason</th> <th>Standard Hours</th> <th>Expected Job Start Date</th> <th>Expected Job End Date</th> <th>Updated By</th> <th>Date Time Stamp</th> </tr> </thead> <tbody> <tr> <td>1 06/01/2007</td> <td>2</td> <td>HIR</td> <td>CON</td> <td>0.00</td> <td></td> <td></td> <td>LLEDYARD</td> <td>06/25/07 10:09AM</td> </tr> <tr> <td>2 06/01/2007</td> <td>1</td> <td>HIR</td> <td>CON</td> <td>20.00</td> <td>07/05/2007</td> <td>08/25/2007</td> <td>LLEDYARD</td> <td>05/25/07 10:09AM</td> </tr> </tbody> </table> <p>Return to Search Page</p> <p><input type="button" value="Save"/></p>	Effective Date	Sequence	Action	Reason	Standard Hours	Expected Job Start Date	Expected Job End Date	Updated By	Date Time Stamp	1 06/01/2007	2	HIR	CON	0.00			LLEDYARD	06/25/07 10:09AM	2 06/01/2007	1	HIR	CON	20.00	07/05/2007	08/25/2007	LLEDYARD	05/25/07 10:09AM
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<p>Step 4a:</p> <p>Enter information into the following fields:</p> <ul style="list-style-type: none"> • Standard Hours, • Expected Job Start Date, or • EmplID (CWID) <p>Click <input type="button" value="Save"/> to complete the transaction.</p>	<p>Student Workers - Custom Job Data History</p> <p>Annie Titan EmplID: 802581280 Empl Rcd Nbr: 1</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Sequence</th> <th>Action</th> <th>Reason</th> <th>Standard Hours</th> <th>Expected Job Start Date</th> <th>Expected Job End Date</th> <th>Updated By</th> <th>Date Time Stamp</th> </tr> </thead> <tbody> <tr> <td>1 06/01/2007</td> <td>0</td> <td>HIR</td> <td>CON</td> <td>15.00</td> <td>06/22/2007</td> <td>08/25/2007</td> <td>LLEDYARD</td> <td>05/25/07 10:09AM</td> </tr> <tr> <td>2 06/01/2007</td> <td>1</td> <td>HIR</td> <td>CON</td> <td>20.00</td> <td>07/05/2007</td> <td>08/25/2007</td> <td>LLEDYARD</td> <td>05/25/07 10:09AM</td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p>	Effective Date	Sequence	Action	Reason	Standard Hours	Expected Job Start Date	Expected Job End Date	Updated By	Date Time Stamp	1 06/01/2007	0	HIR	CON	15.00	06/22/2007	08/25/2007	LLEDYARD	05/25/07 10:09AM	2 06/01/2007	1	HIR	CON	20.00	07/05/2007	08/25/2007	LLEDYARD	05/25/07 10:09AM
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<p>Step 5:</p> <p>Deleting a row of data.</p> <p>You may also delete a transaction by using the <input type="button" value="-"/> button.</p>	<p>Student Workers - Custom Job Data History</p> <p>Annie Titan EmplID: 802581280 Empl Rcd Nbr: 1</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Sequence</th> <th>Action</th> <th>Reason</th> <th>Standard Hours</th> <th>Expected Job Start Date</th> <th>Expected Job End Date</th> <th>Updated By</th> <th>Date Time Stamp</th> </tr> </thead> <tbody> <tr> <td>1 06/01/2007</td> <td>0</td> <td>HIR</td> <td>CON</td> <td>15.00</td> <td>06/22/2007</td> <td>08/25/2007</td> <td>LLEDYARD</td> <td>05/25/07 10:09AM</td> </tr> <tr> <td>2 06/01/2007</td> <td>1</td> <td>HIR</td> <td>CON</td> <td>20.00</td> <td>07/05/2007</td> <td>08/25/2007</td> <td>LLEDYARD</td> <td>05/25/07 10:09AM</td> </tr> </tbody> </table>	Effective Date	Sequence	Action	Reason	Standard Hours	Expected Job Start Date	Expected Job End Date	Updated By	Date Time Stamp	1 06/01/2007	0	HIR	CON	15.00	06/22/2007	08/25/2007	LLEDYARD	05/25/07 10:09AM	2 06/01/2007	1	HIR	CON	20.00	07/05/2007	08/25/2007	LLEDYARD	05/25/07 10:09AM
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<p>Step 5a:</p> <p>Warning Message – You must confirm you want to delete the selected row.</p> <p>Click <input type="button" value="OK"/> to continue.</p> <p>The transaction will no longer appear on the page.</p> <p>Click <input type="button" value="Save"/> to continue.</p>	<p>The page at https://cmsdev7.calstate.edu says:</p> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Delete row"/></p> <p>Student Workers - Custom Job Data History</p> <p>Annie Titan EmplID: 802581280 Empl Rcd Nbr: 0</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Sequence</th> <th>Action</th> <th>Reason</th> <th>Standard Hours</th> <th>Expected Job Start Date</th> <th>Expected Job End Date</th> <th>Updated By</th> <th>Date Time Stamp</th> </tr> </thead> <tbody> <tr> <td>1 06/02/2007</td> <td>0</td> <td>HIR</td> <td>APT</td> <td>15.00</td> <td>07/01/2007</td> <td>08/31/2007</td> <td></td> <td>05/16/07 8:26AM</td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p>	Effective Date	Sequence	Action	Reason	Standard Hours	Expected Job Start Date	Expected Job End Date	Updated By	Date Time Stamp	1 06/02/2007	0	HIR	APT	15.00	07/01/2007	08/31/2007		05/16/07 8:26AM									
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You have successful updated Student Worker Custom Job Data.