

Action	Information																				
1. From the Manager Self Service dashboard select the <b>CSU Student Processes</b> tile. Select <b>CSU Student Rehire</b> from the menu <div data-bbox="415 258 578 384" style="border: 1px solid blue; padding: 5px; display: inline-block; margin-top: 10px;">  </div>	<b>OR</b> use navigation: Click the Navigator icon  to open the Menu: <b>Menu &gt; Workforce Administration &gt; CSU Workforce Admin Process &gt; CSU Student Processes &gt; CSU Student Rehire</b>																				
2. Enter search criteria to find students: <ul style="list-style-type: none"> <li>• Business Unit = MACMP</li> <li>• Termed On or After Date = 08/01 of <b>previous year ex: 08/01/2022</b></li> <li>• Student Type = Elig Student</li> <li>• Department</li> <li>• Hourly Rate is optional</li> <li>• Job Code is optional</li> <li>• Click the “Search” button</li> </ul>	<div data-bbox="607 464 1162 722" style="border: 1px solid blue; padding: 5px;"> <p>Search by:</p> <p>Business Unit: MACMP    Termed On or After Date: 08/01/PY    Student Type Search: Elig Stnt</p> <p>Empl ID: <input type="text"/>    Hourly Rate: 0.00    Expected End Dt: <input type="text"/></p> <p>Department: <input type="text"/>    <input type="button" value="Search"/>    <input type="button" value="Error Page"/></p> <p>1-1 of 1 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Job Code</th> <th>Title</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> </div> <div data-bbox="1187 451 1565 747" style="margin-top: 10px;"> <p>The search will return a list of students terminated from the department since 8/1 of last year to current date. A student that does not fit that parameter can't be rehired using the Rehire Module. Please contact Employment Services for instructions.</p> </div>	Job Code	Title		<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>														
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3. Review the Error Message column for any “Empl IDs” highlighted red.	<div data-bbox="600 764 824 869" style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p><b>Search Results</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Empl ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>100042164</td> </tr> </tbody> </table> </div> <div data-bbox="854 764 1232 869" style="border: 1px solid blue; padding: 5px; display: inline-block; margin-left: 20px;"> <p><b>Error Message</b></p> <p style="color: red;">Student Not Enrolled (25112,32)</p> </div>	Select	Empl ID	<input type="checkbox"/>	100042164																
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4. Check the “Select” box for the students you wish to rehire. Or use the “Select All” link at the bottom of the page to select all students.	<div data-bbox="610 909 802 1037" style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p><b>Search Results</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Empl ID</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>100042452</td> </tr> </tbody> </table> </div> <div data-bbox="831 936 1276 999" style="border: 1px solid blue; padding: 5px; display: inline-block; margin-left: 20px;"> <p><input type="button" value="Select All"/>    <input type="button" value="Deselect All"/>    <input type="button" value="Submit"/></p> </div>	Select	Empl ID	<input checked="" type="checkbox"/>	100042452																
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5. Complete the following fields: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• Reason = REH</li> <li>• Hourly Rate</li> <li>• End Date (within academic year)</li> </ul>	<p>These fields are required:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Eff Date</th> <th>Elig to Enrl</th> <th>Career</th> <th>Units Taken</th> <th>Eff Seq</th> <th>Action</th> <th>Reason</th> <th>Hourly Rate</th> <th>Std Hours</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> <td>0.00</td> <td>0</td> <td>REH</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0.40</td> <td><input type="text"/></td> </tr> </tbody> </table> <p><b>**Use Alternate Step 5 for Mass Update instructions</b></p>	Eff Date	Elig to Enrl	Career	Units Taken	Eff Seq	Action	Reason	Hourly Rate	Std Hours	End Date	<input type="text"/>	<input type="checkbox"/>		0.00	0	REH	<input type="text"/>	<input type="text"/>	0.40	<input type="text"/>
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<p><b>Alternate Step 5 for mass rehire</b></p> 5. Complete the Mass Update Defaults: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• Reason = REH</li> <li>• Hourly Rate</li> <li>• End Date</li> </ul> Click “Copy Defaults to Selected”	<p>Mass Update can be used when all appointment criteria is the same for several employees.</p> <div data-bbox="1024 1247 1520 1440" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Mass Update Defaults</b></p> <p>Action: REH    Hourly Rate: <input type="text"/></p> <p>Reason: <input type="text"/>    Expected End Dt: <input type="text"/></p> <p>Eff Dt: <input type="text"/></p> <p><input type="button" value="Copy Defaults to Selected"/></p> </div>																				
6. Validate the appt information for the selected employees.	<div data-bbox="610 1476 756 1581" style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p><b>Search Results</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Empl ID</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>100042452</td> </tr> </tbody> </table> </div> <p>Click the “Select” heading to resort your employee list:</p>	Select	Empl ID	<input checked="" type="checkbox"/>	100042452																
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7. Click the “Submit” button to submit the selected transactions	<div data-bbox="600 1585 1008 1640" style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p><input type="button" value="Select All"/>    <input type="button" value="Deselect All"/>    <input type="button" value="Submit"/></p> </div> <p>All selected rows are submitted to Job Data</p>																				
8. Review error messages <b>Batch Job Submitted</b> means the transaction processed successfully	<div data-bbox="600 1686 1045 1803" style="border: 1px solid blue; padding: 5px;"> <p><b>Error Message</b></p> <p style="color: red;">Student Not Enrolled in Minimum Required Hours (25112,33)</p> </div>																				

## Monitor Student Transaction Status

After you submit your changes, you can open the Student Transaction Status page to review the results. The page can be opened page directly from the Rehire Students page, or from the menu.

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<p>1. From the Rehire Students page, Click <b>Error Page</b></p>	<div data-bbox="581 247 1393 430" style="border: 1px solid black; padding: 5px;"> <p><b>Search by:</b></p> <p>Business Unit: MACMP    Termed On or After Date: 08/01/PY    Student Type Search: Elig Stdnt</p> <p>Empl ID: <input type="text"/>    Hourly Rate (&lt;=): 0.00    Expected End Dt: <input type="text"/></p> <p>Department: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Error Page"/></p> </div> <p>You can also navigate directly to this page by using the Navigator:   Menu &gt; Workforce Administration &gt; CSU Workforce Admin Process &gt; CSU Student Processes &gt; CSU Student Transaction Status</p>																																								
<p>2. Enter search criteria:</p> <ul style="list-style-type: none"> <li>A. Business Unit (campus)</li> <li>B. From date</li> <li>C. Thru Date</li> <li>D. Operid</li> <li>E. CHRS ID</li> <li>F. CS Emplid</li> <li>G. Proc Status</li> <li>H. CSU Trans Type</li> </ul>	<div data-bbox="581 533 1490 703" style="border: 1px solid #ccc; padding: 5px;"> <p><b>CSU Trans Status</b></p> <p>Enter Search Data</p> <p>*Business Unit: FLCMP <input type="text"/> <b>A</b>    From Date: 01/02/2021 <input type="text"/> <b>B</b>    Thru Date: <input type="text"/> <b>C</b>    Oprid: <input type="text"/> <b>D</b></p> <p>CHRS ID: <input type="text"/> <b>E</b>    CS Emplid: <input type="text"/> <b>F</b>    Proc Status: Error <input type="text"/> <b>G</b>    CSU Trans Type: <input type="text"/> <b>H</b></p> </div> <p><b>Business Unit:</b> =MACMP</p> <ul style="list-style-type: none"> <li>• <b>Operid:</b> The Operator ID of the person who ran the transaction.</li> <li>• <b>CHRS ID:</b> CHRS Employee ID</li> <li>• <b>CS Emplid:</b> Campus Solution employee ID</li> <li>• <b>Proc Status:</b> Select the process statuses that you want to see: <ul style="list-style-type: none"> <li>- Error: An error occurred and the data was not loaded.</li> <li>- Submitted: the job has been submitted, but not loaded to Job Data yet.</li> <li>- Processed: Data was loaded successfully into Job Data.</li> </ul> </li> <li>• <b>CSU Trans Type:</b> Select the type of process you want to see: Hire, Rehire, Update, or Terminate.</li> </ul>																																								
<p>3. Click Student Employee Search.</p>	<div data-bbox="581 989 993 1045" style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p><b>Student Employee Search</b></p> </div>																																								
<p>4. Review the results</p>	<div data-bbox="581 1062 1550 1255" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Student Hire/REH/Term/Job Change Audit/History Data</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl Id</th> <th>CS Emplid</th> <th>Empl Rcd</th> <th>Eff Date</th> <th>Proc Status</th> <th>Trans Type</th> <th>Business Unit</th> <th>Position Number</th> <th>Description</th> <th>Reports To</th> </tr> </thead> <tbody> <tr> <td>1 100008238</td> <td>888879277</td> <td>3</td> <td>01/15/2021</td> <td>Processed</td> <td>Rehire</td> <td>FLCMP</td> <td>10003823</td> <td>Student Assistant</td> <td>10001840</td> </tr> <tr> <td>2 100010766</td> <td>890485642</td> <td>1</td> <td>01/15/2021</td> <td>Processed</td> <td>Rehire</td> <td>FLCMP</td> <td>10003823</td> <td>Student Assistant</td> <td>10001840</td> </tr> <tr> <td>3 100009743</td> <td>889832788</td> <td>0</td> <td>01/15/2021</td> <td>Processed</td> <td>Rehire</td> <td>FLCMP</td> <td>10003823</td> <td>Student Assistant</td> <td>10001840</td> </tr> </tbody> </table> </div>	Empl Id	CS Emplid	Empl Rcd	Eff Date	Proc Status	Trans Type	Business Unit	Position Number	Description	Reports To	1 100008238	888879277	3	01/15/2021	Processed	Rehire	FLCMP	10003823	Student Assistant	10001840	2 100010766	890485642	1	01/15/2021	Processed	Rehire	FLCMP	10003823	Student Assistant	10001840	3 100009743	889832788	0	01/15/2021	Processed	Rehire	FLCMP	10003823	Student Assistant	10001840
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