

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? _____

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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.
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.

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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.

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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.

