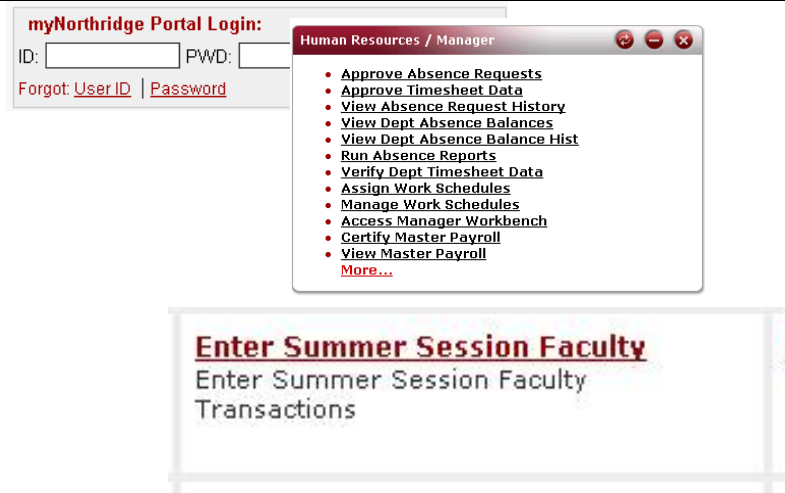# SOLAR HR SUMMER SESSION MODULE User QUICK GUIDE

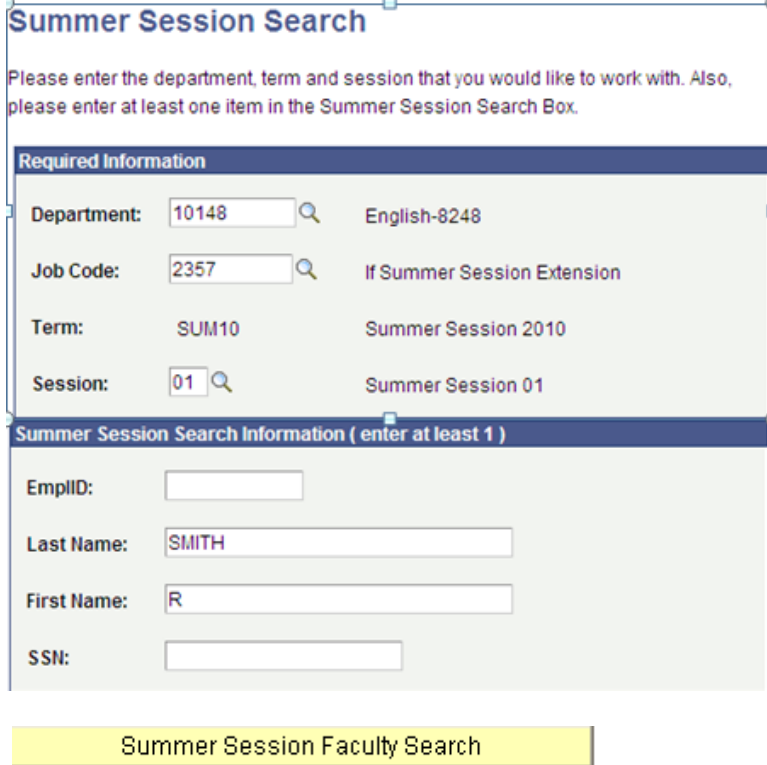|	
Begin by logging in to the portal. On myNorthridge homepage, find Human Resources/Manager pagelet. If you do not see the words **Summer Session** in the list, click on More… at the bottom. Click on **Enter Summer Session Faculty**.	**myNorthridge Portal Login:** ID: [ ] PWD: [ ] Forgot: User ID | Password **Human Resources / Manager** • **Approve Absence Requests** • **Approve Timesheet Data** • **View Absence Request History** • **View Dept Absence Balances** • **View Dept Absence Balance Hist** • **Run Absence Reports** • **Verify Dept Timesheet Data** • **Assign Work Schedules** • **Manage Work Schedules** • **Access Manager Workbench** • **Certify Master Payroll** • **View Master Payroll** **More…** **Enter Summer Session Faculty** Enter Summer Session Faculty Transactions
Search screen displays. Enter hiring department ID, Job Code and Session (01, 02, or 03). *Note: Job Code is new in Summer 2010. Select 2357 for Self Support unless specifically authorized for State Support.* Magnifying glass icons indicate additional search options for Department ID, Job Code or Session number. NOTE: Be sure to make entries in sequential order by Session, e.g., hire sessions 01 and 02 before 03. Enter at least one search option for Faculty employee, either Employee ID number, last name or Social Security Number. Click on yellow Summer Session Faculty Search box at bottom.	**Summer Session Search** Please enter the department, term and session that you would like to work with. Also, please enter at least one item in the Summer Session Search Box. **Required Information** Department: [10148] 🔍 English-8248 Job Code: [2357] 🔍 If Summer Session Extension Term: SUM10 Summer Session 2010 Session: [01] 🔍 Summer Session 01 **Summer Session Search Information (enter at least 1)** EmplID: [ ] Last Name: [SMITH] First Name: [R] SSN: [ ] **Summer Session Faculty Search**
NOTE: Positions must already exist or have been requested in order to hire an individual into a Summer Session position. If no position exists or if the individual is currently serving as Department Chair, an error message will display. Positions must then be requested by submission of an ARF form: http://www-admn.csun.edu/ohrs/atozforms.htm	d Information tment: **Microsoft Internet Explorer** ⚠ No Position Exists For This Department There is no position that exists for Summer Session Faculty in this department. Every employee must be hired into a position. on: **Microsoft Internet Explorer** ⚠ Employee is Active in a Chair Position The employee you are attempting to hire has an active chair position in this department. Chairs can not be hired through this module. Please fill out a PAR form to process this employee. OK

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If a name was searched, the display will include all names that match the requested search.

Click on More Info to show additional job detail.

Click on the yellow **Select** button to choose.

NEW FACULTY: If the individual is a new hire to CSUN, click on the link at the bottom of the page labeled Hire New Summer Session Employee.

NOTE: BE CERTAIN this individual is new to the system, or a duplicate ID will be created! If that should happen, delays to system access and pay will occur, multiple W-2s will issue and many other problems affecting both the department and the employee will arise.

Faculty Search Results

Click the select button next to the employee that you would like to work with, or click the More Info hyperlink to view that employee's job information. If you do not see your employee, click the appropriate hyperlink at the bottom of the page to return to the search page or to hire a new employee.

Please note that you will not be allowed to hire a new employee if a record for that employee already exists.

			Customize | Find | View All | 🎛	First ◀ 1-6 of 6 ▶ Last	
Employee ID		**Name**		**More Info**	**Select**
00	15	V	:ica L	More Info	Select
00	44	V	nel	More Info	Select
00	27	V	ee T	More Info	Select
00	53	V		More Info	Select
10	72	V	trando	More Info	Select
10	94	V	selda	More Info	Select

Return to Search Page

Hire New Summer Session Employee

Clicking on Hire New Summer Session Employee will display a page requiring personal information to be entered.

Use correct upper and lower case for names. Do not use punctuation with abbreviations.

Example

Enter:	Robert J Smith Jr
Do **not** Enter:	Robert J. Smith Jr.
Enter:	225 Elm St Apt 3
Do **Not** Enter	225 Elm St., Apt. 3

Summer Session Faculty Hire

Enter the hire information and press the save button

Term:	SUM08	Session:	01
EmplID:	NEW	Empl Rcd Nbr:	0
Effective Date:	05/27/2008		

Personal Data

Name Prefix:	🔍		
First Name:		Middle Name:	
Last Name:		Name Suffix:	
Address Line 1:			
Address Line 2:			
City:		Postal Code:	
County:		Highest Education Level:	▾
State:	CA		
Telephone:			
Social Security #:			

CURRENT FACULTY: Clicking on **Select** from the search screen for a current employee will populate the personal information currently within the system. Be sure to match known information to ensure the correct employee has been chosen.	**Summer Session Faculty New Appointment** Enter the job information and press save Term: SUM08 Session: 01 EmplID: 009 Empl Rcd Nbr: 0 Effective Date: 05/27/2008 **Personal Data** Name Prefix: [ ] First Name: [ ] Middle Name: L Last Name: [ ] Name Suffix: [ ] Address Line 1: ************************** Address Line 2: ************************** City: VISTA Postal Code: 92084 County: [ ] Highest Education Level: Not Indicated State: CA Telephone: ********** Social Security #: ** [ ]
At the bottom of the screen, the **Paid Units** field must be entered. Entering **Paid Units** will result in a total amount to calculate and display. **Unit Rate** will automatically populate if the summer department is the same as the faculty member's AY department. If the summer department is not the same as the AY department or if the employee is new, enter the **Unit Rate.** Save the entry by clicking the yellow **Save** button at the bottom.	**Job Data** Department: 10148 Total: 8031.600000 Job Code: 2457 Position Number: 99743062 If Summer Session State Supprt Reports To: Chair,Charles Paid Units: 3.000 Unit Rate: 2677.20 Monthly AY Base: 6693.00 Session End Date: 08/19/2008 Return to Search Page Save
Message will display upon successful save. Clicking the yellow **OK** button will return you to the first search page. The Search page will maintain the field values originally selected until changed by the user to facilitate rapid entry of data.	**Summer Session Job Change** **Save Confirmation** ✔ The Save was successful. [OK] **Summer Session Search** Please enter the department, term and session that you would like to work with. Also, please enter at least one item in the Summer Session Search Box. **Required Information** Department: 10148 English-8248 Job Code: 2357 If Summer Session Extension Term: SUM10 Summer Session 2010 Session: 01 Summer Session 01 Summer Session Search Information (enter at least 1) EmplID: [ ]

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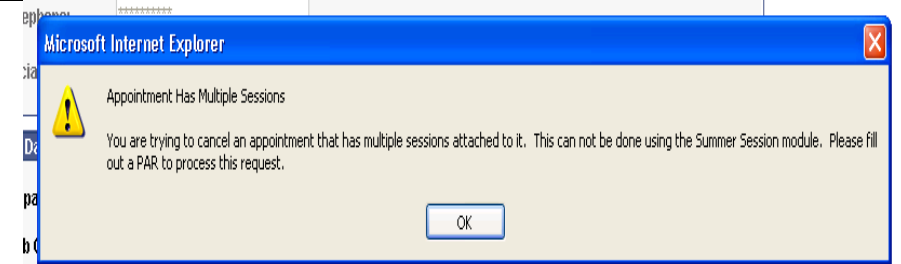|	
Changes to saved entries can be made only to change paid units, or to cancel the entry entirely. Return to the Summer Session Search page, choosing department ID, job code, session number, and either emplID or last name of employee. Click on yellow **Summer Session Faculty Search** button.	**Summer Session Search** Please enter the department, term and session that you would like to work with. Also, please enter at least one item in the Summer Session Search Box. **Required Information** Department: 🔍 Job Code: 🔍 Term: SUM09 Summer Session 2009 Session: 🔍 **Summer Session Search Information (enter at least 1)** EmplID: Last Name: First Name: SSN: Summer Session Faculty Search
Next to the words **Job Action** is a drop-down menu. Click on the downward-pointing arrow for choices.	**Summer Session Faculty Job Change** Choose the appropriate action from the drop down list. The fields that need to be entered will then ungray based on your choice. Once the information is entered press the save button. Term: SUM08 Session: 01 EmplID: 000361327 Empl Rcd Nbr: 1 Payroll Status: A Effective Date: 05/27/2008 Last Effective Date: 07/09/2008 Job Action: [▾]
Choices are: **CAN** – to cancel appointment entirely (class cancelled and employee NEVER worked), or **Units** - to change number of payable units	**Job Action:** [▾] CAN Units
If choosing **CAN** to cancel the appointment and the system recognizes multiple session appointments for the individual, an error message displays directing the user to submit a PAR form.	**Microsoft Internet Explorer** ✖ ⚠ Appointment Has Multiple Sessions You are trying to cancel an appointment that has multiple sessions attached to it. This can not be done using the Summer Session module. Please fill out a PAR to process this request. [OK]
If choosing **Units** to change the number of units, the **Paid Units** field will "open" accepting a new number of units. Enter the correct number of units and click the yellow **Save** button at the bottom of the screen. NOTE: If the rate of pay needs to be changed, please submit a PAR form.	**Job Data** Department: 10148 Job Code: 2457 Total: 180.000000 Position Number: 99743062 If Summer Session State Supprt Reports To: 99739407 Uba,George R Paid Units: [0.300 🔍] Unit Rate: 600.00 Session End Date: 08/19/2008

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APPROVAL: **Approve Summer Session Trans** link is available at SOLAR HR > CSUN > Summer Session > Summer Session Approvals Click on the link, and the approval page will display. New: Job Code has been added. If no fields are selected, all transactions for which the user has security access will display. To narrow the selection, enter any of the fields - department ID, job code, and session. Click yellow **Refresh List** button for a list of entries requiring approval. Click on individual boxes next to specific names, or choose the **Select All** feature at the bottom of the page. Click yellow **Approve Checked** button when ready to submit. Use the **Remove Selected** button to take an entry off the list if you do not want to approve it. **Note:** A PAR <u>must also be submitted</u> to Human Resources to remove the transaction from employment history.	Enter a department and a Session and press the refresh list button. If you leave the Session blank it will search for all sessions. Department: ___ English-8248 Refresh List Job Code: ___ Term: SUM10 Summer Session 2010 Session: ___ Customize | Find | First 1-9 of 9 | Approve	EmplID	Department	Job Code	Term	Session	Name	Eff Date	Action	Session End	Unit Rate	Paid Units	Total
---	---	---	---	---	---	---	---	---	---	---	---	---
1 ☐	100 7	10094	2357	SUM10	01	A	05/25/2010	CON	08/13/2010	$1420.00	3.000	$4260.00
2 ☐	10(6	10296	2357	SUM10	01	A	05/25/2010	CON	08/13/2010	$1515.60	3.000	$4546.80
3 ☐	10(6	10094	2357	SUM10	01	A	05/25/2010	CON	08/13/2010	$1456.40	6.700	$9757.88
4 ☐	00(1	10148	2357	SUM10	02	C	05/25/2010	CON	07/02/2010	$1697.60	4.000	$6790.40	 Approve Checked Select All Un-select All Remove Selected
For a list of transactions by department, click on **View Summer Session Transactions**. Enter department ID number, and click on the yellow **Refresh Transactions** button. If no session number is indicated, all transactions for the department will display, including session number and approval status. The transactions list can be sorted by any of the headings. Click on the heading, such as Job Code, to sort by that field. Download list to Excel by holding down the "Ctrl" key and clicking on the ▦ icon.	Enter a department and a Session and press the refresh list button. If you leave the Session blank it will search for all sessions. Department: 10148 English-8248 Refresh Transactions Term: SUM08 Summer Session 2008 Session: ___ Customize | Find | First 1-3 of 3 Last | EmplID	Rcd	Name	Eff Date	Seq	Term	Session	Summer Session Status	Pay End	Reason	Unit Rate	Units	Total
---	---	---	---	---	---	---	---	---	---	---	---	---
1 00 ?7	1	Ve	05/27/2008	0	SUM08	01	Needs Approval	08/19/2008	CON	$600.00	0.300	$180.00
2 00 ?7	1	Ve	05/27/2008	1	SUM08	01	Needs Approval	08/19/2008	PAY	$600.00	0.600	$360.00
3 00 ?7	1	Ve	07/09/2008	0	SUM08	03	Needs Approval	08/19/2008	PAY	$600.00	0.300	$180.00	 Customize | Find | ▦ First 1-13 of 13 Las

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Additional assistance is available from your HR Operations Technician. Contact information for HR Operations can be found at http://www-admn.csun.edu/ohrs/contact/operations.html.

 Documentation, including this and other User Guides, is available on the web at http://www-admn.csun.edu/ohrs/solar/ .