

UNHIRING OR EXTENDING EMPLOYMENT AND/OR MAKING A WAGE CHANGE FOR A STUDENT WORKER

Sign in (Figure 1)

1. Navigate to www.rmu.edu/TimeManagement
2. Input the Sentry Secured Services username and password
3. Select **Sign In**

Login

Username

Password

Sign In

[Forgot Password or Activate Your Account](#)

Figure 1

Go to the Employment Management Tab (Figure 2)

Find an Employee

Use the search below to find an Agresso Employee to manage.

Employee Unit4 ID

Employee Name

CLEAR SEARCH SEARCH

Time Management Employment Management

Figure 2

Here you can do the following:

1. Extend Employment (or Terminate) a student and/or Update the Rate of a student (Figure 3).
2. Your listing of students shows the current Scheduled Unhire Date and Current Rate of pay.
3. If the Scheduled Unhire Date is fine, you don't need to take any action.
4. You can Extend the employment through the next one or two semesters or at any other date you choose.
5. You can Update the students rate, which will be effective immediately.

Employment Management

Employee

Student

EXTEND EMPLOYMENT(S)

UPDATE RATE(S)

Employment Details

Scheduled Unhire Date: 9/30/2018

Current Rate: \$20.00

Figure 3

1. First Select the Student or Students you want to change (Figure 4). You can Select all with the box next to the word **Employee**. Select the students in batches by the change you are making.
2. If only two students are Extending to work in the Summer, only select those two for that change. If your students are not working in the Summer but you expect them to return in the Fall, when you select that batch of students, select the Fall date.
3. Once you have selected the Students you want to Extend Employment for, select the Extend Employment(s) button and you will see the options shown in Figure 5. If you want to terminate the Student sooner than the scheduled end date, select the Other option and pick the date from the calendar provided.
4. Select the proper date for extension and **SAVE**.

Employment Management

<input type="checkbox"/>	Employee
<input checked="" type="checkbox"/>	Jennifer Allen (164623)
<input type="checkbox"/>	Turner Amacher (200002)
<input type="checkbox"/>	Kathryn Ammann (163799)

Figure 4

Extend Employment

Update the employment date for 1 selected employee(s).

Employment End Semester

Summer 2018 - 9/30/2018

- Summer 2018 - 9/30/2018
- Fall 2019 - 1/31/2019
- Other

Figure 5

SAVE **CANCEL**

1. Once you have selected the Students you want to Update Rate(s) for, select the Update Rate(s) button and you will see the options shown in Figure 6.
2. Input the hourly rate you want to pay the Student and **SAVE**.

Update Rate

Update the rate for 1 selected employee(s).

\$ 10.00

SAVE **CANCEL**

Figure 6

Questions? Contact Human Resources
humanresources@rmu.edu
 (412) 397-6270