

## 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



Figure 1

### Go to the Employment Management Tab (Figure 2)

# Find an Employee

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

Figure 2

#### Here you can do the following:

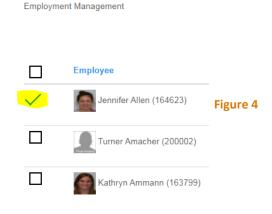
- 1. Extend Employment (or Terminate) a student and/or Update the Rate of a student (Figure 3).
- 2. Your listing of students shows the current Scheduled Unhire Date and Current Rate of pay.
- 3. If the Scheduled Unhire Date is fine, you don't need to take any action.
- 4. You can Extend the employment 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.



UNIT4



- 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**.



## **Extend Employment**

Update the employment date for 1 selected employee(s). **Employment End Semester** Summer 2018 - 9/30/2018 Summer 2018 - 9/30/2018 all 2019 - 1/31/2019 Other

- 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).

Figure 5

10.00



Figure 6

#### **Questions? Contact Human Resources**

humanresources@rmu.edu (412) 397-6270

