

SUPERVISOR TRAINING FOR STUDENT EMPLOYMENT

January 2017



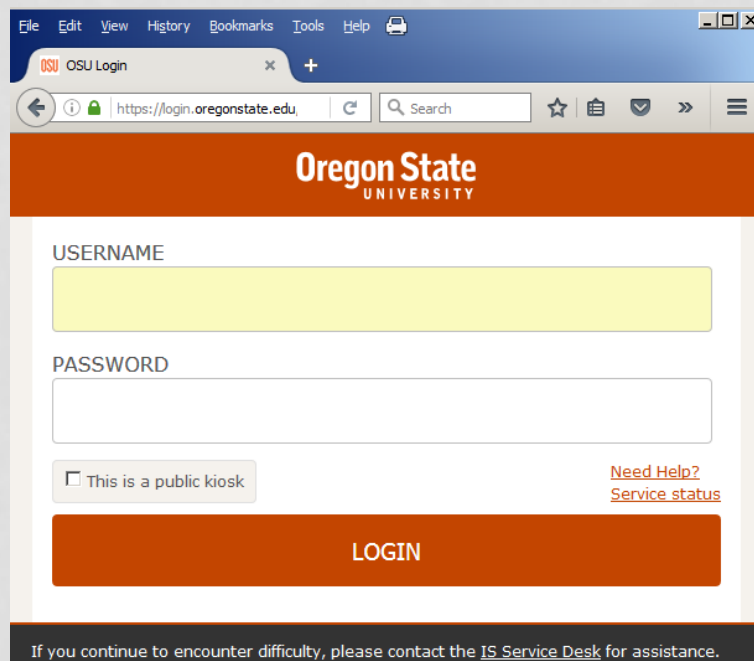
CORE WORKSHEETS

CORE = Cooperative Open Reporting Environment

- Replacement for BI Query canned reports and the existing data warehouse.
- Web based system
 - No software to load
 - Can use anywhere / any device
- OSU employees can access reports based on employee profile (HR Level 1)
 - Exception: Students don't have access to HR CORE reports

CORE IN ACTION

- Recommended browsers: Chrome, Firefox
- Go to: core.oregonstate.edu
- Login using ONID login and password



The screenshot shows a web browser window with the address bar displaying <https://login.oregonstate.edu>. The page features the Oregon State University logo at the top. Below the logo, there are two input fields: one for the USERNAME (highlighted in yellow) and one for the PASSWORD. A checkbox labeled "This is a public kiosk" is located below the password field. To the right of the checkbox, there are two links: "Need Help?" and "Service status". A large orange button labeled "LOGIN" is positioned below the input fields. At the bottom of the page, a footer message reads: "If you continue to encounter difficulty, please contact the [IS Service Desk](#) for assistance."

NAVIGATING TO THE REPORT

Click on “uReports”

The screenshot shows the Oregon State University uReports dashboard. The top navigation bar includes links for Home, CORE, and OSU. The main content area displays the 'Enrollment Dashboard' for OSU Winter 2017, as of 1/4/2017. The dashboard shows a head count of 27,936, a 4.2% increase, and a 0.0% attrition rate. It also displays enrollment by student primary campus, with a line graph showing withdrawn students over time.

Enrollment Dashboard

OSU Winter 2017 as of 1/4/2017

27936 ▲ 4.2%*

Head Count

201702 **0** 0.0%

Term Code Withdrawn Attr Rate

98.6% **97.5%** **5**

of 201602 Final Head Count of 201602 Final Credit Hours days to Start of Term

Enrollment by Student Primary Campus

Campus	Enrollment	Change	Percentage
Cascades	999	▲	4.8%
Corvallis	21980	▲	1.6%
Ecampus	4880	▲	17.8%
LaGrande	77	▼	-4.9%

Withdrawn

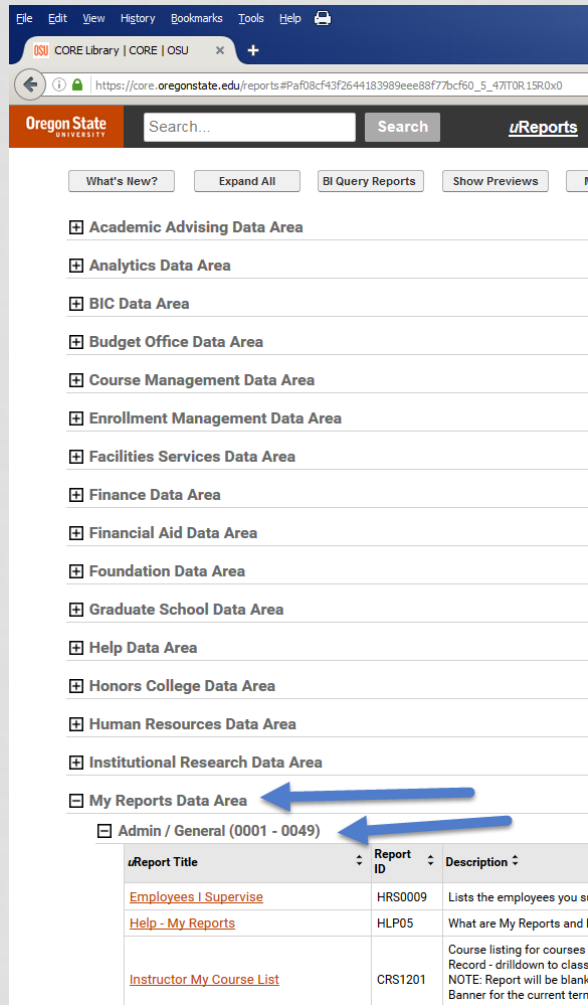
Line graph showing withdrawn students over time (200800 to 201502).

Current vs Pri

Current Enrollment

Term: 201702

FIND DESIRED REPORT

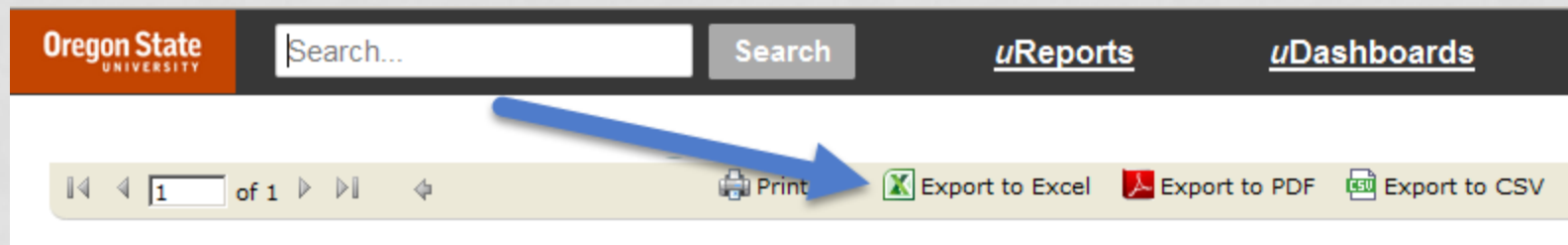


Click on

1. My Reports
2. Admin/General
3. Find your report
 - A. Student Termination (HRS0066)
 - B. Wage Adjustment (HRS0068)
 - C. Supervisor Update (HRS0011)
4. You can also use the search box
5. Try searching for "Termination" or "Adjustment" or "Supervisor"

EXPORTING REPORT TO EXCEL

- When the report has displayed on your screen
 - Click Export to Excel
 - Save it in a secure location
 - Fill in cells, as appropriate
 - Save it again
 - Email it to AABC.StudentEmployment@oregonstate.edu



TERMINATIONS

- Supervisor runs CORE report monthly (HRS0066)
 - Used for one or many students
 - To keep records clean
 - Reminders will be emailed by AABC
- For-Cause Terminations
 - No change in process
- Employee initiated termination
 - Quit
 - Want paycheck asap, etc
- Send to
AABC.StudentEmployment@oregonstate.edu

TERMINATION WORKSHEET

CORE Test Student Employee Termination Worksheet												
Supervisor: Supervisor Name appears here As of: 12/30/2016												
ID	NAME	Position	Job Suffix	Job Title	Timesheet Org	Last Paid Date	OSU Student Info			Last Work Day	Business Center Use Only	
							Current Term	Elig Curr Term?	Elig Next Term?		Only Active Job?	Primary Job?
93xxxxxxx	Student 1	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	201702	N	N		Y	Y
93xxxxxxx	Student 2	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	6/30/2016	201702	Y	Y			Y
93xxxxxxx	Student 3	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	201702	Y	Y	12/9/2016	Y	Y
93xxxxxxx	Student 4	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	201702	Y	Y		Y	Y
93xxxxxxx	Student 5	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	201702	Y	Y	11/30/2016	Y	Y
93xxxxxxx	Student 6	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	201702	Y	N		Y	Y
93xxxxxxx	Student 7	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	6/30/2016	201702	Y	Y	6/30/2016	Y	Y

Fill in this column to terminate a student.
Then email the worksheet to:
AABC.StudentEmployment@oregonstate.edu

WAGE ADJUSTMENTS

- Supervisor runs CORE report (HRS0068)
 - Used for one or many students
- Due to AABC by 10th of month
 - Effective – 1st of next month
 - **This process does not support retroactive adjustments**
- July 1, 2017 – Minimum wage increases
 - Banner will automatically increase those below the new min.
- Send to
AABC.StudentEmployment@oregonstate.edu

WAGE ADJUSTMENT WORKSHEET

	A	B	C	D	F	G	H	I	J	K	L	M	N	O	P	R	T	V
1	<div> <div> CORE Test <small>Not for official use or distribution</small> </div> <div> Student Employee XA Wage Adjustment Worksheet </div> </div>																	
3	<div> <div>Supervisor: Supervisor Name appears here</div> <div>As of: 12/30/2016</div> </div>																	
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
20																		

ID	NAME	Position	Job Suffix	Job Title	Timesheet Org	Last Paid Date	Hourly Rate	New Rate	Effective Date	Future Job Records?	Pay Range Low	Pay Range High
93xxxxxxx	Student 1	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	15.00			Y	9.90	15.45
93xxxxxxx	Student 2	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	6/30/2016	9.90	10.25	1/1/2017	Y	9.90	15.45
93xxxxxxx	Student 3	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	10.00			Y	9.90	16.00
93xxxxxxx	Student 4	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	9.75	10.5	1/1/2017	Y	9.90	15.45
93xxxxxxx	Student 5	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	9/30/2016	9.90			Y	9.90	15.45
93xxxxxxx	Student 6	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	11.50			Y	9.90	15.45
93xxxxxxx	Student 7	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	6/30/2016	9.75	10	1/1/2017	Y	9.90	15.45

Fill in these columns to adjust
a student's rate of pay.
Then email the worksheet to:
AABC.StudentEmployment@oregonstate.edu

SUPERVISOR UPDATES

- Supervisor or Department can run CORE HRS0011
- Effective Date: 1st of next month
- Send to AABC.StudentEmployment@oregonstate.edu

SUPERVISOR UPDATE WORKSHEET

CORE Test
Not for official use or distribution

Supervisor Update

Fill in these columns to update the supervisor.
Then email the worksheet to:
AABC.StudentEmployment@oregonstate.edu

Supervisor ID: 930xxxxxx

Supervisor Name: Supervisor Name Appears Here

As of: 1/25/2017

Employee Class: XA - Student Employees

ID	Name	EClass	Position	Job Suffix	Job Title	To be provided by Department/ Business Center			
						Effective Date	New Supervisor Name	New Sup ID	New Sup POSN
930xxxxxx	Student 1	XA Student Employees	C51325	S0	Lab Assistant	2/1/2017	Brad Dennis	930999999	C12345
930xxxxxx	Student 2	XA Student Employees	C18990	S0	Lab Assistant				
930xxxxxx	Student 3	XA Student Employees	C33513	S0	Lab Assistant				
930xxxxxx	Student 4	XA Student Employees	C14820	S0	Lab Assistant				
930xxxxxx	Student 5	XA Student Employees	C31256	S0	Lab Assistant				

UPDATING STUDENT RECORDS ...

- Job Title Change
 - Somewhat rare
 - Job duties changed?
 - New form coming
- Requesting a new Position
 - Web form on AABC website
- Index Changes (Labor Distributions)
 - Update default value on position record
 - Update one individual job record
 - Additional info see AABC payroll website