QUICK REFERENCE: STUDENT HOURLY APPOINTMENT REPORTS

RUNNING REPORTS

The Student Hourly Appointments suite of reports is controlled by the search parameters entered on the selection pages. What you enter determines what information will be displayed in the report. You can access the reports by selecting the View Student Appointments link on the Student Workers tab in SAPweb, or at http://tiny.cc/6j4new

There are 3 main Student Hourly Appointment reports:

(1) **General Search** - Appointment report based on entered general criteria. Only those appointments active during the specified date(s) will be displayed.

(2) **Search by Cost Object** – Appointment report by cost object(s) you specify. Only those appointments active during the specified date(s) will be displayed.

(3) **Search by Student** - Full appointment history for a single student whose MIT ID or name you specify.

	Public Folders	My Folders

Public Folders > Departmental Reports > Payroll DLC Reports >
Student Hourly Appointment Reports

		Name ◇
☐	📁	Target Drill-Through Reports
☐	🔘▶	Student Hourly Appointments – General Search
☐	🔘▶	Student Hourly Appointments – Search by Cost Object
☐	🔘▶	Student Hourly Appointments – Search by Student

APPOINTMENT SEGMENTS

During a student's appointment the rate of pay and/or planned hours per week may increase or decrease. These appointment changes result in different "segments" of the same appointment. Most of the reports in the suite display the latest segment of the appointment.

Exceptions:
(1) If the user enters Rate of Pay or Planned Hours as selection criteria, all segments that meet these criteria will be displayed and explicitly identified if other than the latest segments.
(2) Drilling-down on Position # shows all segments associated with an appointment, sorted chronologically.

Name:

Department: Admissions Office

MIT ID	Appt Begin Date	Appt End Date	Position #	Position Title	Appt Type	Citizenship	Appt Segment Begin Date	Appt Segment End Date	MIT Supervisor	Rate	Planned Hours
	9/10/2008	5/25/2012		Undergrad Worker - Other	U	C	9/10/2008	8/31/09	Not available	$10.00	
					U	C	9/1/2009	5/25/12	Not available	$11.75	

NAME CRITERIA

You can specify a person by name in the General Search and Search by Student reports. To search for an *MIT Supervisor* or *Student* by name, do the following:

(1) Enter the beginning of the person's Last Name
(2) Press the "Search" button
(3) Select the full name from the drop-down menu

The Full Name drives the report.

MIT Supervisor Last Name (starts with)

re   Search

Choose MIT Supervisor Full Name

NAVIGATION

## RETURNING TO THE SHA MAIN REPORTS PAGE

From any report or drill-through view, click the **Return** button in the upper right corner of the window to return to the Student Hourly Reports main page.
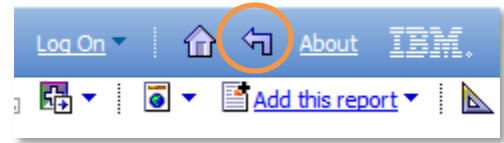
RETURNING TO THE SELECTION PAGE

Once you have run a report, you can navigate back to the selection criteria page in two ways:

(1) Click the "Return to Selection Criteria" link; the search parameters will be reset.

(2) Select the blue triangular Run button; your search parameters will be preserved.
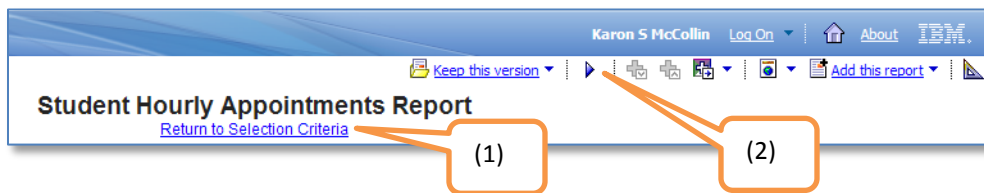
DRILL-THROUGH

Once a General Search report has been generated you can drill-through to other reports.

(1) From a General Search report, click on MIT ID to display the Appointment History report for this person, including rate of pay and salary changes, in all departments.

(2) From a General Search report, click on Position # to see all segments associated with an appointment, sorted chronologically.
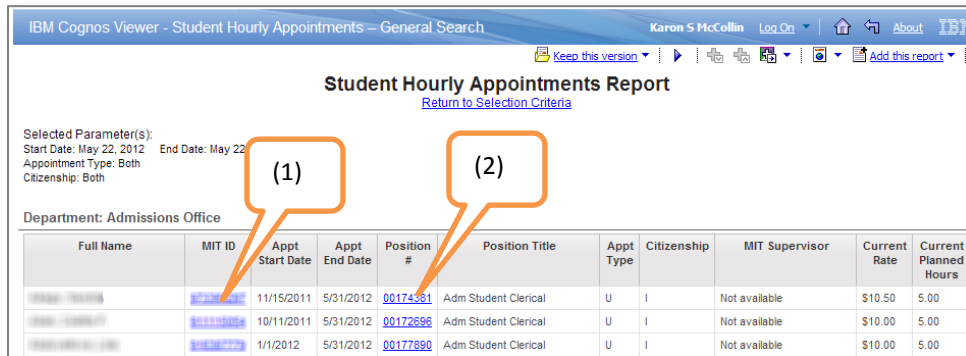
(3) From the Appointments History Report, click on a Position # to get the Distribution Breakout Report, showing how this position is distributed.