

Student Hourly Appointments Quick Reference Cards

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Key Changes

Creating UROP & Non-UROP Appointments

Changing or Cancelling Appointments

Viewing Transactions

Student Hourly Reports (Cognos)

For Approvers:

Approving Transactions

For HR/Payroll Service Center:

Working with the SHA Transaction Log

SHA Infotypes



Tip: Each quick reference card can be printed on one double-sided sheet of paper.

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