PURDUE UNIVERSITY® | **Student Employment**

Student Employment Management System (SEMS)
Job & Certification Management User Guide
(Last Revision: 8/8/17)

Overview:
Job Management allows managers to create custom jobs and manage employees associated with those jobs. Certification Management allows managers to assign, track, and manage student certifications. If required, the employee submits evidence of a training or certification for the manager to review. Key Terms: • Job: An employment role associated with a specific position • Position: Official SAP position title an employee holds

| **Getting Started:**	
Sign in using your Purdue Career Account: https://www.purdue.edu/studentemployment/Account/Login	ⓘ Note: Chrome or Firefox are preferred browsers. Internet Explorer may not be compatible

| **Job Management:** |
| --- |
| Jobs are custom roles defined by the position supervisor. Employees must be associated with a job to receive a certification assignment or scheduled for a shift. *Jobs must first be created by the Site Administrator before users can edit positions or manage job employees. To request a job set-up, contact:*

studentemployment@purdue.edu.

Manage Job Employees

1) From Dashboard, select "Jobs"

[DASHBOARD / APPLICATIONS / JOBS / WORKGROUPS / SUBREQUESTS / WORK-STUDY / ADMINISTRATION] or [Jobs] |
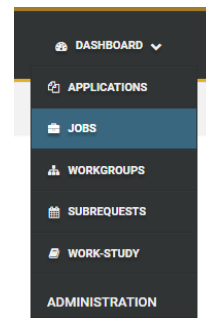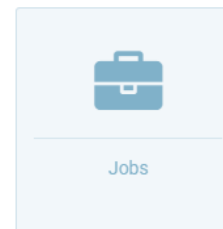
2) Select job title to enter Edit Job

JOB TITLE	SAP ORGANIZATION NAME	
User Custom Job Title	Office of Vice Provost for Student Life	✏ 👥

Select job title to edit job

Tip: Use action shortcut icons to enter Edit Job of Manage Job Employees directly

3) Select "Manage Job Employees" to add/remove employees from job

🐾 Dashboard › 💼 Jobs › ✏ Edit Job   👥 Manage Job Employees

In Edit Job, select Manage Job Employees to add/remove employees from job

* Title

User Custom Job Title

Organization

Office of Vice Provost for Student Life   ▾

Positions
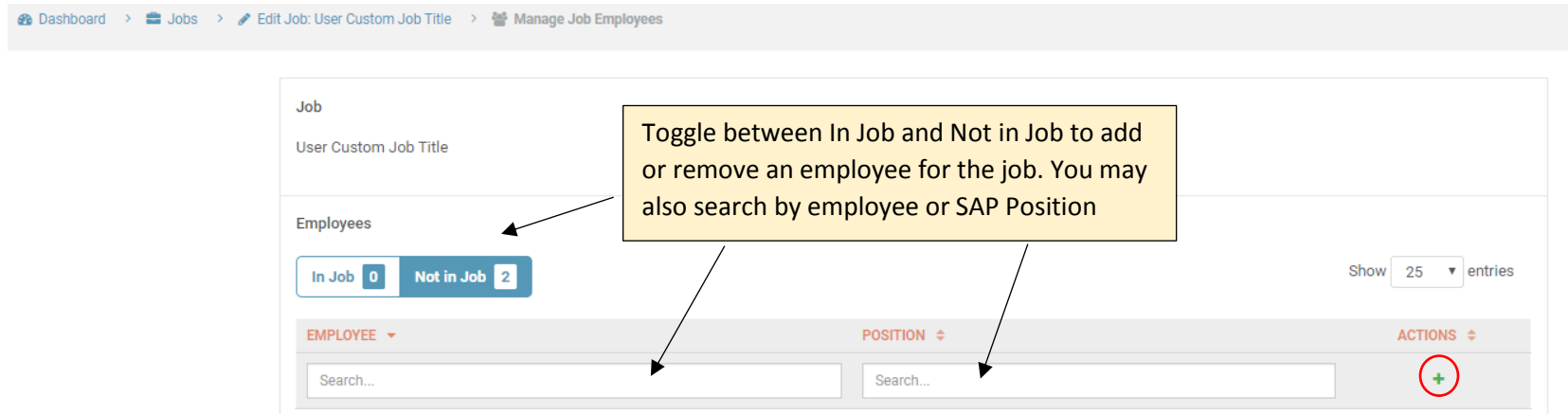
Select Some Options

Can Substitute For

Select Some Options

* Description

Test job, used for site testing.

💾 Save

4) Toggle between "In Job" and "Not in Job" to add or remove employees from job
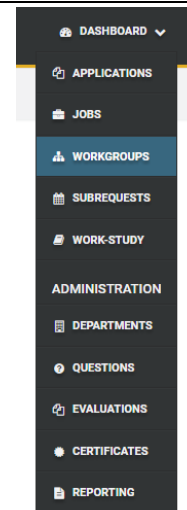5) Use the ✚ or 🗑 symbols to add or remove
6) Select "Save" to complete action

Important Reminders:
- Employees will automatically drop off the list when they are terminated or change positions
- New hires and employees with new positions will appear in "Not in Job" first. They must be placed "In Job" in order to receive a certification assignment
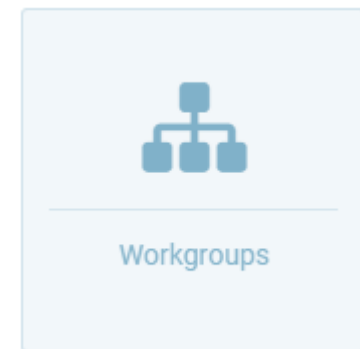
Assign a Delegate

Delegates can assist with managing employees for positions associated with your custom jobs. Delegates can also add positions they supervise to your jobs.

1) From Dashboard, select "Workgroups"

or

2) Select workgroup name to edit existing

+ Add Workgroup

Select workgroup name to edit or add new

WORKGROUP	SUPERVISOR	ACTIONS
catering	Michelle Blackburn	✏ i 🗓 👥

3) Select "Edit Workgroup" **✏ Edit Workgroup**

4) Select "Add Delegate" **+ Add Delegate**
5) Enter delegate PUID/Alias
6) Select permission "Manage Jobs for Workgroup" to Yes
7) Select "Save" to complete action

Tip: The delegate must have recorded one log-in attempt to SEMS before they can be assigned as a delegate.

PUID/Alias

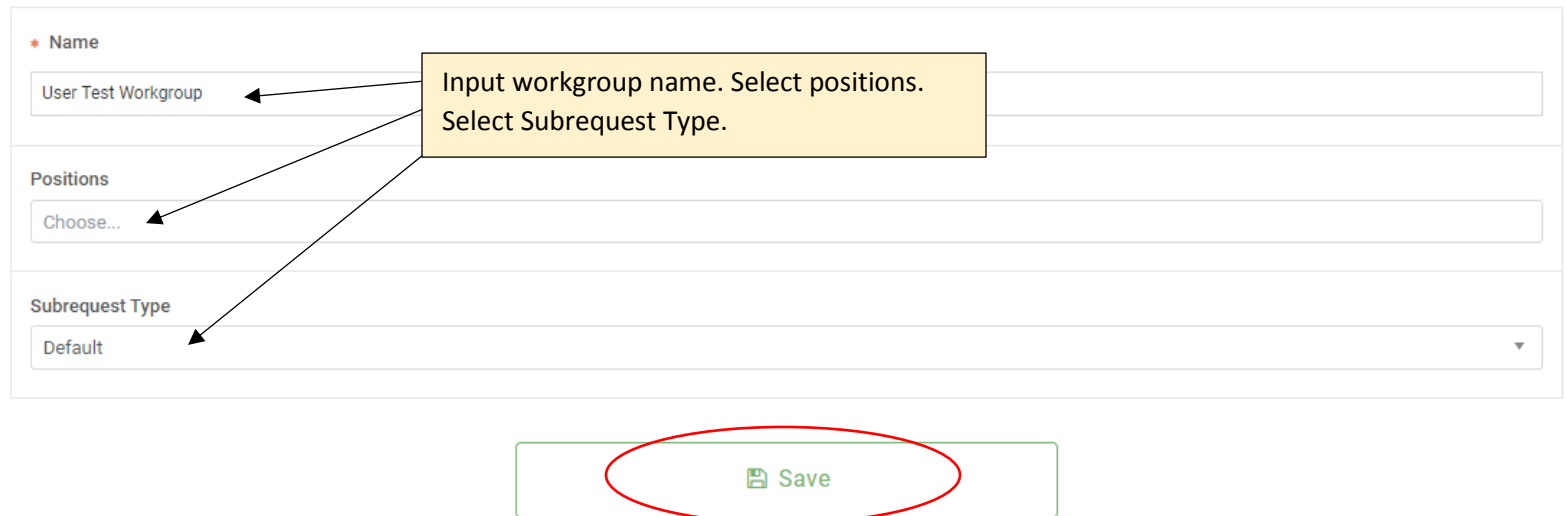| ✱ Receive Notification Emails		✱ Can Create Schedules	
○ Yes	✔ No	○ Yes	✔ No

✱ Can Edit Schedules		✱ Can Publish Schedules	
○ Yes	✔ No	○ Yes	✔ No

✱ Manage Jobs for Workgroup	
○ Yes	✔ No

💾 Save

Add a Workgroup

1) Select "Add Workgroup" **+ Add Workgroup** to add new
2) Input workgroup name
3) Use pick list to select positions to associate with workgroup
4) Use pick list to select subrequest type
5) Select "Save" to complete action

🕸 Dashboard > ⛗ Workgroups > + Add Workgroup

✻ Name

User Test Workgroup

Input workgroup name. Select positions.
Select Subrequest Type.

Positions

Choose...

Subrequest Type

Default   ▼

💾 Save

User Note: To add positions to a workgroup that have another supervisor assigned, you must first delegate workgroup permissions so they can view and edit the workgroup you created.

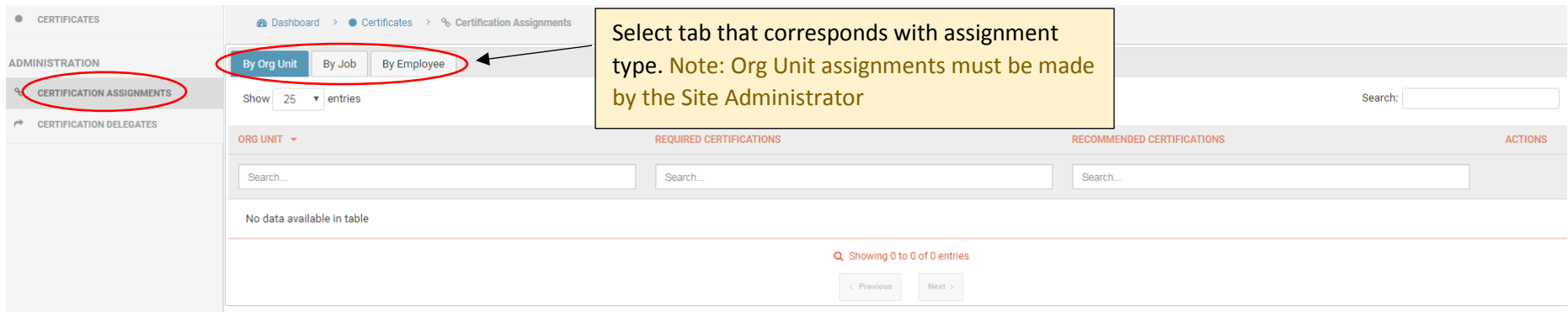| **Certification Management:** |
| :--- |
| Certifications or trainings can be assigned to an entire organization, to a specific job, or to an individual employee. After assignments are made, the manager can view and manage the certification or training status. |

Certification Management 6) From Dashboard, select "Certificates"	or
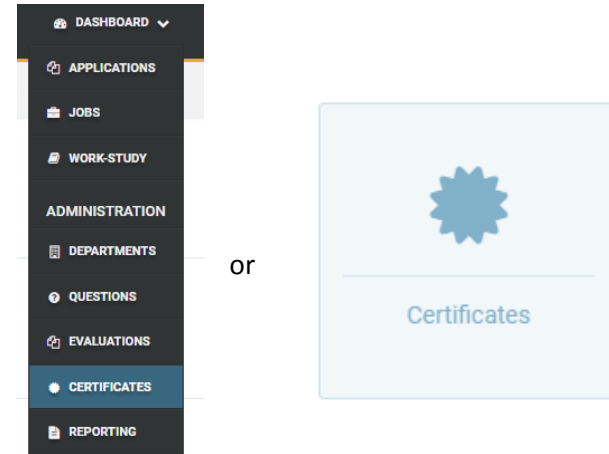
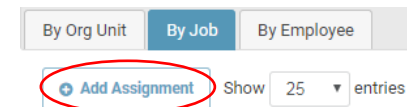| **Certification Assignments**

 1) Select "Certification Assignments"
 2) Select tab to view and add assignments by organization, by job, or by employee

  Select tab that corresponds with assignment type. Note: Org Unit assignments must be made by the Site Administrator |
| :--- |

3) Select "Add Assignment" to associate a certification or training to a job or employee	

Add Assignment by Job

4) Use pick list to select a job the assignment will be associated with
5) Use pick list to select required or recommended certifications or trainings

Use pick list to select job

Use pick list to select certifications or trainings. Use text entry for quick find.

Add Assignment by Employee

4) Use pick list to select employee the assignment will be associated with
5) Use pick list to select required or recommended certifications or trainings

User Note: Upon initial assignment, a notification is sent to each employee associated with the job when the action is saved. Subsequently, a notification will be sent after an employee is added to the job.

Managing Employee Certificates

1) Select "Certifications"
2) Select tab to view and manage by organization, by job, or by employee

Select tab that corresponds with certification assignment.

CERTIFICATES

Dashboard › Certificates

Batch Edit

ADMINISTRATION

CERTIFICATIONS

CERTIFICATION ASSIGNMENTS

CERTIFICATION DELEGATES

By Org Unit Assignments (0) | By Job Assignments (153) | By Employee Assignments (0)

View All | Pending Approval | Expired   Show 25 entries   Search:

EMPLOYEE	CERTIFICATION	ASSIGNMENT	ASSIGNED BY	EXPIRATION	STATUS	ACTIONS
Search...	Search...	All	Search...	Search...	All	

No data available in table

Tip: Use search options to target specific data

Showing 0 to 0 of 0 entries

‹ Previous | Next ›

1) Under the Actions column, select the "Edit Certificate" icon to view and manage certification details ✏️
2) Verify certificate details and assign a status
3) Select "Save" to complete action

🚗 Dashboard > ⬢ Certificates > ✏️ Edit Certificate

Employee

Certification

Data Handling

Certificate Document

None ← If required, view and verify certificate evidence

Given Expiration Date

12/10/2017

Confirm expiration date and assign a status. Select "Save" to complete action

Assignments

ASSIGNMENT	ASSIGNED BY	EXPIRATION DATE	STATUS
Required		12/10/2017	Pending approval ▼

💾 Save

User Note: When evidence is required, the employee must upload and submit a document for each assignment via their SEMS student employee portal. WebCert certification statuses automatically load and no evidence submission is necessary from the employee.

⚠️ *Expired Certificates*

A system notification is sent 30 days before a certificate is set to expire and at expiration. When the expiration date for a certificate has passed, the status will change to "Expired". If necessary, new evidence must be submitted to renew the certificate.

Managing Employee Certificates - <u>Batch Edit</u>

1) Select "Batch Edit" [Batch Edit] to approve certificates for multiple employees
2) Select the assigned certification for the group of employees
3) Use the selection boxes to mark individual employees or import using a CSV file
4) Assign the expiration date and status
5) Select "Save" to complete action

* Certification
Note: You cannot batch edit for WebCert certifications or for certifications that require document upload.

Bloodborne Pathogen Training

Certificates & Assignments

[Select All] [Select All on Page] [Select Using CSV]

Select a certification. Use the selection boxes to mark individual employees or import using a CSV file. CSV file must include employee alias

Show 25 ▼ entries

EMPLOYEE ▼	ASSIGNED BY ⇕
Search...	Search...
☐	
☐	

🔍 Showing 1 to 7 of 7 entries

‹ Previous **1** Next ›

* Expiration Date
YYYY/MM/DD

1/1/0001 12:00:00 AM

Assign the expiration date and status

Status

Pending Approval

💾 Save

Assigning a Delegate

1) Select "Certification Delegates" to view and assign delegates
2) Select "Add Delegate"
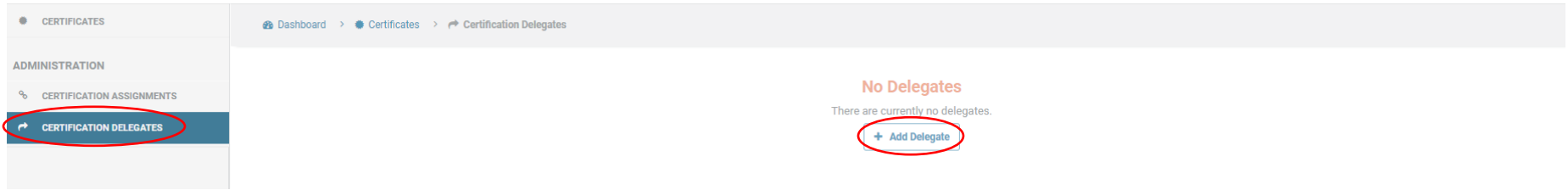
3) Use pick list to select delegate (a lag may occur before the list populates)
   a. Note: To appear in the pick list, the delegate must have recorded one log-in to the SEMS system
4) Select the SAP Positions that you want delegated for certification management
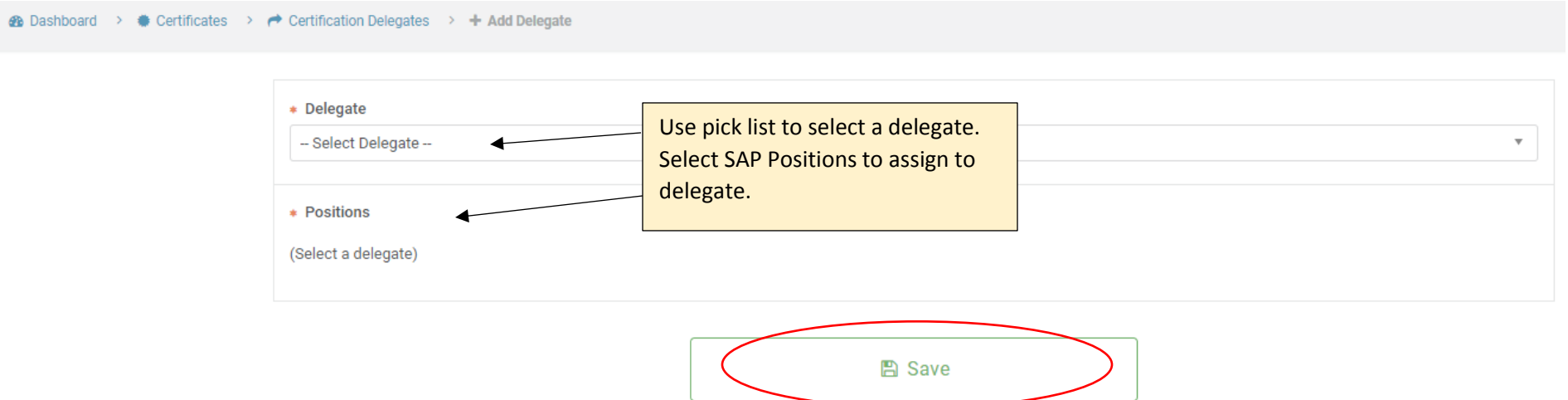
Report problems or unexpected behavior to the Site Administrator at studentemployment@purdue.edu.