

How to Look Up a Kronos Suffix Instructions

1. Login using your ATS log in and password. <https://jobs.indstate.edu/hr/sessions/new/>
2. Make sure that you are on the **Position** side (orange header) of the Applicant Tracking System
3. Select **Student Supervisor**
4. Click on the **Position Descriptions** and select **Student**

The screenshot shows the ATS interface. The left sidebar has 'Position Management' circled in red. The main content area has 'Position Descriptions' selected in the top navigation bar, and 'Student' is selected in a dropdown menu. A red arrow points to the 'Student' option. The top right shows 'User Group: Student Supervisor'. A donut chart on the right indicates '54 Filled Postings Last 30 days'.

5. All of the position you have access to will populate.

- a. If you have access to many positions you can narrow your search by typing your **Banner Position Number** in the search box and then select **Search**.
- b. The two digit code found in the **Banner Position Suffix** column is your Kronos Suffix.

The screenshot shows the 'Student Position Descriptions' page. The search bar is circled in red, and the 'Banner Position Suffix' column in the table is also circled in red. The table shows two rows of position descriptions.

<input type="checkbox"/>	Banner Position Title	Banner Position Number	Banner Position Suffix	Supervisor	Status	Department	(Actions)
<input type="checkbox"/>	Student Office Assistant	U04251	00	Student Employment Program Coordinator (Beth Farley)	Active	Career Center	Actions
<input type="checkbox"/>	Student Employment Programs Student Assistant	U04251	04	Student Employment Program Assistant Director (Brittney Gilman)	Active	Career Center	Actions