## How to Look Up a Kronos Suffix Instructions

- 1. Login using your ATS log in and password. <a href="https://jobs.indstate.edu/hr/sessions/new">https://jobs.indstate.edu/hr/sessions/new</a>
- 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

| •      | Position Management                                                        |                              |                               |                               |                  | Welcome, Brianne Karazsia | <u>My Profile</u> He    | lp logout |
|--------|----------------------------------------------------------------------------|------------------------------|-------------------------------|-------------------------------|------------------|---------------------------|-------------------------|-----------|
| ř<br>ř | <ul> <li>Applicant Tracking System</li> <li>Position Management</li> </ul> | State<br>ty                  |                               |                               |                  | User G<br>Stud            | roup:<br>ent Supervisor |           |
| K      | Employee Records                                                           | ition Descriptions           | ✓ Job Titles ▼                |                               |                  |                           | Shortcuts               | ÷         |
|        |                                                                            | tudent<br>tudent Position De | scription Requests            |                               |                  |                           |                         |           |
|        | Indiana State University<br>Employee Portal                                | Postin                       | gs S Users Hiring Proposals 3 | Position Description Requests | Onboarding Tasks | 54 Filled<br>Last 3       | Postings<br>0 days      |           |
|        | TITLE                                                                      |                              | CURREN                        | STATE DAYS IN CURREN          | Filters          |                           |                         |           |

- 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.

| in<br>U                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Us                                            | er Group:<br>Student Supervisor | r 🗸                          |                                                                    |        |                  |           |  |  |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------|------------------------------|--------------------------------------------------------------------|--------|------------------|-----------|--|--|--|--|--|--|
| Home                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Position Descriptions  Job Titles             | •                               |                              |                                                                    |        | Short            | cuts 👻    |  |  |  |  |  |  |
| Position Des                                                                                                                                                                                                                                                                                                                                                                                                                                                 | criptions / Student 🏠                         |                                 |                              |                                                                    |        |                  |           |  |  |  |  |  |  |
| Student Position Descriptions + Create New Position Description                                                                                                                                                                                                                                                                                                                                                                                              |                                               |                                 |                              |                                                                    |        |                  |           |  |  |  |  |  |  |
| When moving items in bulk, please restrict your search to the workflow states you'd like to move items <i>from.</i> This will enable the bulk move feature.<br>For example, Search Managers might restrict their search to "Under Review by Hiring Manager" and "HR Approved for Phone Interview" states in order to move candidates to "Recommend for<br>On Campus Interview".<br>Please click on "more search options" below to <u>restrict the search</u> |                                               |                                 |                              |                                                                    |        |                  |           |  |  |  |  |  |  |
| Saved Search © Q More Search Options V                                                                                                                                                                                                                                                                                                                                                                                                                       |                                               |                                 |                              |                                                                    |        |                  |           |  |  |  |  |  |  |
| Active Position Descriptions                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |                                 |                              |                                                                    |        |                  |           |  |  |  |  |  |  |
| "Active Position Descriptions" 7 Selected records 0 💥 Clear selection?                                                                                                                                                                                                                                                                                                                                                                                       |                                               |                                 |                              |                                                                    |        |                  |           |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Ranner Position Title                         | Banner<br>Position<br>Number    | Banner<br>Position<br>Suffix | Supervisor                                                         | Status | Department       | (Actions) |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Student Office Assistant                      | U04251                          | 00                           | Student Employment Program Coordinator (Beth Farley)               | Active | Career           | Actions 🗸 |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Student Employment Programs Student Assistant | U04251                          | 04                           | Student Employment Program Assistant Director (Brittney<br>Gilman) | Active | Career<br>Center | Actions 🗸 |  |  |  |  |  |  |

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