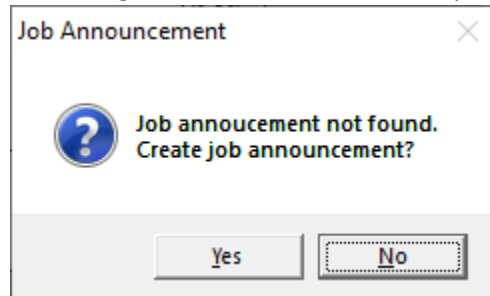


Submitting an Announcement

1. Log into AIS
2. Human Resources
3. Std Empl Announcement
4. Academic Year – 2019/2020 will always be the year an academic year begins with even in the spring semester.
5. Enter in Position Number
6. If you are creating a new announcement this prompt will appear, select yes.



- a.
7. The information on the top half should auto populate
 8. Click on the semester you're doing the announcement for
 9. Enter in the number of allocations
 10. Enter in Supervisor, Contact, and Delegate
 - a. Supervisor and Delegate cannot be the same person
 11. Enter Contact Info and Contact location
 12. Then check the Approve By: Dep box

CSU-Pueblo Administrative Information System (AIS)

Student Employment Job Announcement

Academic Year: 2019 OFFCMPS WS Title: CLERICAL SUPPORT I

Position No: 1931 Descr: RECEPTIONIST FOR PUEBLO HISPANIC EDUCATION FOUNDATION OFFICE. DUTIES INCLUDE DATA ENTRY, FILING, SCANNING AND OTHER DUTIES AS ASSIGNED.

Position Status: FT 1 / 12.00 - 12.50

Emp Type: WORK STUDY Work Study: 64-41226 Hourly: 64-41226

Special Pay Type:

Avail Positions: Summer 0 Dept: 1

Summer

Announce on Web: ☒ Position Start Date: 05/02/20 End Date: 07/31/20 Apply By: IN-PERSON

	Idno	First	Last	Reporting Dept
Dean/Director:	PID-49-6138	JUSTIN	STREATER	OCWS
Supervisor:	PID			OCWS
Contact:	PID			
Delegate:	PID			

Contact Phone: 719 Contact Location:

Contact Email:

Comments:

Approved by: Dept: FA:

< hrstanno >

a. Comment

13. Once box is check blue arrow out
14. This will submit the request to me and once I have emailed you that it has been approved you can now submit a referral for your student.