Welcome!

This tutorial is for current SUNY Upstate Medical University employees represented by either PEF or CSEA.
This Tutorial will cover how to:

- Gain access to the online employment system
- Create an account for new users/login for returning users
- Search for open positions
- Apply for open positions
The new Online Voluntary Transfer/Reassignment Request replaces the current paper form and should take about 5 - 10 minutes to complete.

**Advantages of the Online Request form:**

- Search and apply for positions from any location with internet access at any time 24/7.
- Check the status of your request for posting 24/7.
- Attach credentials via internet.
To complete the online Voluntary Transfer/Reassignment Request start at the homepage for Upstate and click on “Jobs”
Click on "Enter the Online Employment System"
New Users:
“Create application”

Returning Users:
“Log in”
SUNY Upstate Medical University
Online Employment System
Voluntary Transfer/Reassignment Request

Choose Application

Please note that the Research Foundation of SUNY is a separate employer from the State University of New York. Depending on the job opportunity you are interested in, you will be required to complete either a State or Research Foundation application.

For your application to be reviewed, you must apply for a specific position. Please select the application you wish to complete or search for a position by clicking on Search Postings on the left, and you will be taken to the appropriate application.

Create New Application

- State Application
  - Used for application to New York State positions within SUNY Upstate

- Research Foundation Application
  - Used for application to Research Foundation positions within SUNY Upstate

- Faculty Application - State
  - Faculty Only - used to apply to New York State Faculty positions within SUNY Upstate

- Faculty Application - Research Foundation
  - Faculty Only - used to apply to Research Foundation positions designated as Faculty by SUNY Upstate

- Voluntary Transfer/Reassignment Request
  - This application is used for Voluntary Transfer/Reassignment Requests for Internal Employees Only

- Meritless Application

New Users
Click the “Voluntary Transfer Reassignment Request”
Complete the information as requested and continue through application.

<table>
<thead>
<tr>
<th>Select User Name and Password:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
</tr>
<tr>
<td>Please enter your Social Security Number for verification. No hyphens please (eg. 123456789) (XX: Required)</td>
</tr>
<tr>
<td>Select User Name:</td>
</tr>
<tr>
<td>Use between 6 and 20 letters or numbers.</td>
</tr>
<tr>
<td>Password:</td>
</tr>
<tr>
<td>Use between 6 and 20 letters or numbers.</td>
</tr>
<tr>
<td>Re-enter Password:</td>
</tr>
</tbody>
</table>

CONTINUE TO PAGE 1 OF VOLUNTARY TRANSFER/REASSIGNMENT REQUEST - UNDER CONSTRUCTION >>

Security Information

Phone: 315-464-4838 with questions about the content of this page.
Certify your application
And click “Continue” then “Confirm”
Welcome! and thank you for your interest in a career at SUNY Upstate Medical University.

New Users
- Information before you begin:
  - General Information
  - Frequently Asked Questions
- Look for a job:
  - Please use the Fast Job Search buttons above or click on Search Postings at the left.
  - Apply for a job:
    - Create an application by clicking on Create Application on the left.

Returning Users
- Click Login at the left and enter your username & password
- This enables you to:
  - Edit your existing application.
  - Apply to new jobs without
SUNY Upstate Medical University
Online Employment System
Voluntary Transfer/Reassignment Request

Click on “View Job Details/Apply”

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Job Title</th>
<th>Date Posted</th>
<th>Department</th>
<th>Full or Part Time</th>
<th>Work Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>0254416</td>
<td>Registered Nurse, Staff</td>
<td>11-11-2014</td>
<td>MEDICINE</td>
<td>Full-Time</td>
<td>Night shift, every other weekend</td>
</tr>
<tr>
<td>0253136</td>
<td>Registered Nurse, Staff</td>
<td>03-02-2013</td>
<td>MEDICINE</td>
<td>Part-Time</td>
<td>Monday through Friday daytime</td>
</tr>
<tr>
<td>0253893</td>
<td>Registered Nurse, Staff</td>
<td>03-02-2013</td>
<td>MEDICINE</td>
<td>Part-Time</td>
<td>Monday through Friday daytime</td>
</tr>
<tr>
<td>0256736</td>
<td>Registered Nurse, Staff</td>
<td>03-14-2014</td>
<td>NURSING EMERGENCY SERVICE</td>
<td>Full-Time</td>
<td>TBD</td>
</tr>
</tbody>
</table>
SUNY Upstate Medical University
Online Employment System
Voluntary Transfer/Reassignment Request

Click on “Apply for this Position”
You may be asked Supplemental Questions. If so, answer, then scroll down, ...
I hereby authorize the investigation of all information contained in this application. I understand that misrepresentation or omission of facts called for may be grounds for not employing me, or dismissing me after employment. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law of the State of New York. SUNY Upstate Medical University reserves its rights to pursue legal action for false statements pursuant to the New York State Penal Law. Further, I understand that my offer of employment is contingent upon my ability to perform, with reasonable accommodation, the job for which I am hired. Such determination shall be based on a physician’s job-related medical examination, x-ray, and laboratory procedure. Such exam is consistent with business necessity, and requires that I do not pose a direct threat to the health or safety of patients, co-workers or other individuals in the workplace.

SUNY Upstate Medical University is a drug free workplace, and prohibits the possession, sale, and/or use of illegal drugs in the workplace.

I hereby certify and attest that the facts and statements contained herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law of the State of New York.

Please check the certify statement above before submitting your answers to these questions.

certify your answers and submit.
You may then attach Documents.
Scroll down…
You may attach Documents – this is not required. Click “Finished Attaching Documents” when finished.
Click “Yes” if you are finished attaching documents for this Posting.
Here is your Confirmation Number

You have successfully applied - click “OK”
You have completed The Online Employment System Tutorial for the Voluntary Transfer/Reassignment Request

THANK YOU FOR PARTICIPATING

Questions about the tutorial or use of the Online system can be directed to the Human Resources Department at 464-4830 or to emailHR@upstate.edu