

SUNY Upstate Medical University

Online Employment System

Voluntary Transfer/Reassignment Request

Welcome !

This tutorial is for current
SUNY Upstate Medical University employees
represented by either **PEF** or **CSEA**

SUNY Upstate Medical University

Online Employment System

Voluntary Transfer/Reassignment Request

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

SUNY Upstate Medical University

Online Employment System

Voluntary Transfer/Reassignment Request

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 to posting 24/7
- ✓ Attach credentials via internet

SUNY Upstate Medical University

Online Employment System

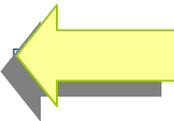
Voluntary Transfer/Reassignment Request



State University of New York
Upstate Medical University

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Search Upstate...

[More Search Options](#)

EDUCATION



- Prospective Students
- Current Students
- College of Medicine
- College of Health Professions
- College of Nursing
- College of Graduate Studies
- Residency Programs
- Join the Faculty
- Alumni & Friends
- Office of the President
- [More](#)

RESEARCH



- Strategic Plan for Research
- Clinical Trials
- Research Administration
- Research Development
- Institute for Human Performance
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HEALTHCARE



- **UNIVERSITY HOSPITAL**
- Physician Practices
- Clinical Services
- Find a Health Care Provider
- Health Connections
- Golisano Children's WebCam
- Nursing at University Hospital
- [More](#)

OUTREACH



- Healthlink Seminar Series
- Healthlink OnAir Radio Show
- Health Information Center
- Oasis Senior Program
- Support Programs
- Volunteer Opportunities
- [More](#)

To complete the online
Voluntary
Transfer/Reassignment
Request start at the
homepage for Upstate
and click on
“Jobs”

Engaging Excellence

Upstate in the NEWS

- SUNY Upstate receives \$2 million NIH grant to study bone density of young female gymnasts
- Youngentob named associate dean of SUNY Upstate's College of Graduate Studies
- Designated AIDS Center awarded state grant for treatment program
- [More](#)



SUNY Upstate Medical University

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The screenshot shows the Human Resources page for SUNY Upstate Medical University. The navigation bar includes links for Home, About, Library, Giving, Jobs, Directions, Calendar, Contact Us, Sitemap, and iPage. The main navigation menu lists Jobs, New Staff, Staff Resources, Managers' Toolbox, Training & Development, Share Your Ideas, and About HR. The left sidebar contains a list of links: HR Home > Jobs, Jobs at Upstate, Job Opportunities Home, Online Employment System, Civil Service, Nursing Recruitment, Hiring—Managers Login, Join the Faculty, Dual Career Couples, Benefits Overview, Job Shadowing, About SUNY Upstate, and Human Resources Home. The main content area features a 'Top 10 Reasons to Work at SUNY Upstate' graphic, a 'Find a Career that Counts!' circular button, and a yellow arrow pointing to the 'Enter the Online Employment System' button. A text box at the bottom of the page reads: 'Please note: Pre-employment drug testing and criminal background investigations are conducted.'

Click on
“Enter the Online
Employment
System”

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The screenshot displays the Human Resources website for SUNY Upstate Medical University. The top navigation bar includes links for Home, About, Library, Giving, Jobs, Directions, Calendar, Contact Us, Sitemap, and iPage. Below this, a secondary navigation bar lists Jobs, New Staff, About HR, Share Your Ideas, Benefits Overview, and Staff Login. The main content area features a large 'Welcome!' message and a grid of buttons for 'Nursing', 'Health Professions and Support Services', 'Professional and Administrative', and 'Faculty and Librarians'. A sidebar on the left contains a menu with options like HOME, SEARCH POSTINGS, CREATE JOB PROFILE, CREATE APPLICATION, LOGIN, BENEFITS, HUMAN RESOURCES HOME, UPSTATE HOME, UNIVERSITY HOSPITAL NURSING INFORMATION, FAQs, APPLICANT INSTRUCTIONS - NEW APPLICANT, and APPLICANT INSTRUCTIONS - RETURNING. Two yellow arrows point from the 'CREATE APPLICATION' and 'LOGIN' links in the sidebar towards the 'Create Application' and 'Log in' instructions in the main content area.

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Jobs New Staff About HR Share Your Ideas Benefits Overview Staff Login

Welcome! and thank you for your interest in a career at SUNY Upstate Medical University.

Nursing Health Professions and Support Services
Professional and Administrative Faculty and Librarians

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.

We Are Upstate...

Passionately caring employees & volunteers working to improve the health of those we serve.
Eric Frost, Director, HR

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

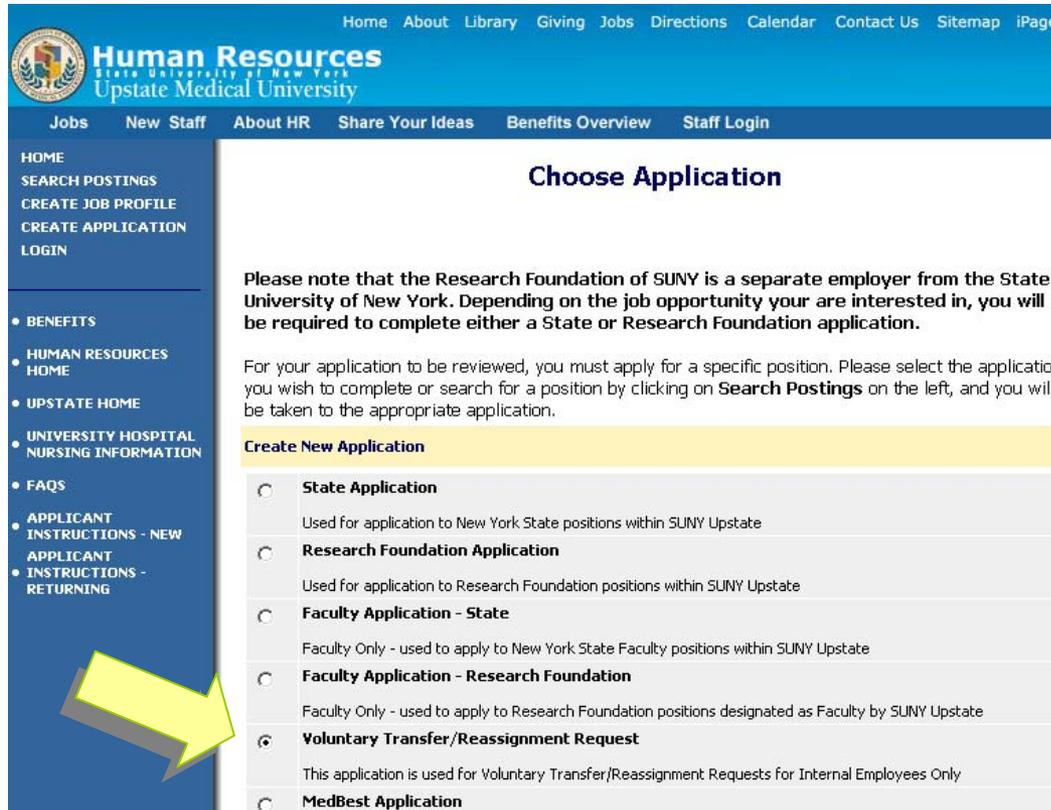
New Users:
“Create application”

Returning Users:
“Log in”

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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
- MedBest Application**

New Users

Click the “Voluntary Transfer Reassignment Request”

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For security purposes, this system automatically logs you off when it senses no activity for 60 minutes.

Please do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Use the navigational buttons within the site.

If you have already created a user name for SUNY Upstate Medical University, please [login using your existing user name](#) .

Select User Name and Password:

Social Security Number:

Please enter your Social Security Number for verification.
No hyphens please (e.g. 123456789)
(Not Required)

Select User Name:

Use between 6 and 20 letters or numbers.

Password:

Use between 6 and 20 letters or numbers.

Re-enter Password:

[CONTINUE TO PAGE 1 OF VOLUNTARY TRANSFER/REASSIGNMENT REQUEST - UNDER CONSTRUCTION >>](#)

[Security Information](#)

[CANCEL](#)

New Users

Complete the
information as requested
and continue through
application

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 **Human Resources**
State University of New York
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Jobs New Staff About HR Share Your Ideas Benefits Overview Staff Login

Welcome. You are logged in.

Friday, January 9, 2009

View Voluntary Transfer/Reassignment Request Summary

[Edit My Information](#)

 [View Voluntary Transfer/Reassignment Request](#)

Application Status

I authorize the investigation of all statements contained in this on-line Request for Voluntary Reassignment/Transfer, and certify that the information is correct and complete to the best of my knowledge and ability. I understand that false or misleading information may be grounds for disqualification of or terminating any position obtained as a result of this application.

I have read and understand the "Procedures for Voluntary Transfer/Reassignment as Specified in the CSEA and PEF Labor Agreements", "Factors for Determining Selection for CSEA and PEF Represented Employees", and "Transfer Policies" (Nursing Department Only): [Click here to view:](#)

For those non-competitive positions, I understand that I am responsible for providing the proof that I meet the minimum qualifications for this position.

Certify changes and save application

Page 1 of 1

Personal Information

New Users

Certify your application
And click "Continue"
then "Confirm"

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The screenshot shows the Human Resources website for SUNY Upstate Medical University. The top navigation bar includes links for Home, About, Library, Giving, Jobs, Directions, Calendar, Contact Us, Sitemap, and iPage. The main header features the university logo and the text 'Human Resources State University of New York Upstate Medical University'. Below this, there are links for 'Jobs', 'New Staff', 'Share Your Ideas', 'Benefits Overview', and 'Staff Login'. A large yellow arrow points to the 'SEARCH POSTING' link in the left sidebar. The main content area displays a 'Welcome!' message and a grid of four buttons: 'Nursing', 'Health Professions and Support Services', 'Professional and Administrative', and 'Faculty and Librarians'. Another yellow arrow points to the 'SEARCH POSTING' link in the main content area. Below the buttons, there is a 'New Users' section with instructions and a 'Returning Users' section with instructions. A photo of Eric Frost, Director of HR, is also visible.

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Welcome! and thank you for your interest in a career at SUNY Upstate Medical University.

Nursing Health Professions and Support Services
Professional and Administrative Faculty and Librarians

New Users

- **Information before you begin:**
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[Frequently Asked Questions](#)
- **Look for a job:**
Please user 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

We Are Upstate...

Passionately caring employees & volunteers working to improve the health of those we serve.
Eric Frost, Director, HR

“Search Postings”

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Search Results:

If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Appl' the left hand side of margin. You will not be allowed to change your application information after you have applied for a position.

Search Results:

47 Records

Job Number	Job Title	Date Posted	Department	Full or Part Time	Work Day
024416	Registered Nurse View Job Details / Apply	11-11-2008	M-BONE MARROW	Full-Time	Night shift, every other wkend
025156	Registered Nurse View Job Details / Apply	04-29-2008	MEDICINE	Part-Time	Monday through Friday daytime hours
023893	Registered Nurse View Job Details / Apply	08-02-2007	MEDICINE	Part-Time	
025636	Registered Nurse View Job Details / Apply	08-11-2008	NURSING-EMERGENCY SERVICE	Full-Time	TBD

Click on “View Job Details/Apply”

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Job Details

[Return to Search Results](#)  [Printer-Friendly Version](#)

APPLY FOR THIS POSTING 

Position Information

Job Number	024416
Message To Applicants	Any qualified SUNY Upstate Medical University employee interested in consideration for appointment to this position must call the Nursing Recruitment Office at 464-4810 to inquire about the appropriate request paperwork.
Department	NURSING-8M-BONE MARROW
Employer	State of New York
Descriptive Title	Registered Nurse
Payroll Title	Teaching & Research Center Nurse 2
Salary Grade	SG016

Click on “Apply for this Position”

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• Welcome **Jones, Diane**. You are logged in. Sunday, December 21, 2008

Supplemental Questions - Hospital Patient Services Clerk 1

*Required information is denoted with an asterisk.

Supplemental Questions

* Have you taken a New York State Civil Service Exam for this title or are you eligible for transfer, reinstatement or 55B appointment with New York State?	<input checked="" type="radio"/> No Response <input type="radio"/> yes <input type="radio"/> no
* If you have taken a New York State Civil Service Exam for this title or are eligible for transfer, reinstatement or 55B appointment with New York State, please specify which way you qualify?	<input checked="" type="radio"/> No Response <input type="radio"/> 55-b/c candidate <input type="radio"/> Eligible for transfer or reinstatement in accordance with NYS Civil Service Law <input type="radio"/> Currently on a NYS Eligible List for this title
* If you are eligible for transfer or reinstatement, please specify your State agency, State payroll title and employment dates. If you qualify via NYS Civil Service Eligible list or 55-b/c please write N/A.	<input type="text"/>

Certify Application

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 Class A misdemeanors pursuant to

You may be asked
Supplemental Questions
If so, answer,
then scroll down, ...

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[Jobs](#) [New Staff](#) [About HR](#) [Share Your Ideas](#) [Benefits Overview](#) [Staff Login](#)

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 Class A misdemeanors pursuant to Section 210.45 of the Penal Law of the State of New York. Upstate Medical University reserves its rights to pursue legal redress 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 procedures. 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.

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

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

*

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

certify your answers and submit.

SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION >>

CANCEL APPLYING TO THIS POSTING

SUNY Upstate Medical University

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Voluntary Transfer/Reassignment Request

The screenshot shows the user interface of the SUNY Upstate Medical University Online Employment System. At the top, there is a navigation menu with links: Home, About, Library, Giving, Jobs, Directions, Calendar, Contact Us, Sitemap, and iPage. Below this is the university's logo and name: "Human Resources State University of New York Upstate Medical University". A secondary navigation bar includes: Jobs, New Staff, About HR, Share Your Ideas, Benefits Overview, and Staff Login. On the left side, there is a vertical menu with options: HOME, SEARCH POSTINGS, APPLICATION STATUS, EDIT JOB PROFILE, MANAGE APPLICATIONS, CHANGE PASSWORD, LOGOUT, BENEFITS, HUMAN RESOURCES HOME, UPSTATE HOME, UNIVERSITY HOSPITAL NURSING INFORMATION, FAQs, APPLICANT INSTRUCTIONS - NEW APPLICANT, and APPLICANT INSTRUCTIONS - RETURNING. The main content area displays a welcome message: "Welcome Jones, Diane. You are logged in." followed by the date "Sunday, December 21, 2008". The primary heading is "Attach Documents - Hospital Patient Services Clerk 1". Below this, instructions are provided for attaching and removing documents. A "NOTE" section contains a list of formatting tips for document uploads. At the bottom, instructions are given for verifying the upload and handling formatting issues.

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• Welcome **Jones, Diane**. You are logged in. Sunday, December 21, 2008

Attach Documents - Hospital Patient Services Clerk 1

To attach a document to your application for **this** position, click the **Attach** link next to the type of document you wish to upload.

To remove a document from your application for **this** position, click the **Remove** link next to the document you wish to remove.

When you are finished managing document(s), please click **Finished Attaching Documents**. Remember to click the **Confirm** button on the next screen to complete the process. Otherwise the documents will not be attached to your application.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

You may then attach
Documents.
Scroll down...

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The screenshot shows the Human Resources portal for SUNY Upstate Medical University. The top navigation bar includes links for Home, About, Library, Giving, Jobs, Directions, Calendar, Contact Us, Sitemap, and iPage. Below this is the Human Resources logo and a secondary navigation bar with links for Jobs, New Staff, About HR, Share Your Ideas, Benefits Overview, and Staff Login. A left sidebar contains a menu with options like HOME, SEARCH POSTINGS, APPLICATION STATUS, EDIT JOB PROFILE, MANAGE APPLICATIONS, CHANGE PASSWORD, LOGOUT, BENEFITS, HUMAN RESOURCES HOME, UPSTATE HOME, UNIVERSITY HOSPITAL NURSING INFORMATION, FAQs, APPLICANT INSTRUCTIONS - NEW APPLICANT, and APPLICANT INSTRUCTIONS - RETURNING.

The main content area displays instructions for PDF uploads:

PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

Below the instructions is a table showing 2 records:

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document
	Attach	Resume		
	Attach	Cover Letter		

At the bottom of the interface are two buttons: **FINISHED ATTACHING DOCUMENTS** and **CANCEL APPLYING TO THIS POSTING**. A large yellow arrow points from the 'FINISHED ATTACHING DOCUMENTS' button towards the right.

You may attach Documents – this is not required. Click “Finished Attaching Documents” when finished.

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Welcome **Jones, Diane**. You are logged in. Sunday, December 21, 2008

Confirm - Hospital Patient Services Clerk 1

Once you finish attaching documents, you may not be allowed to attach more documents.

Are you sure you want to finish attaching documents for this Posting?



NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

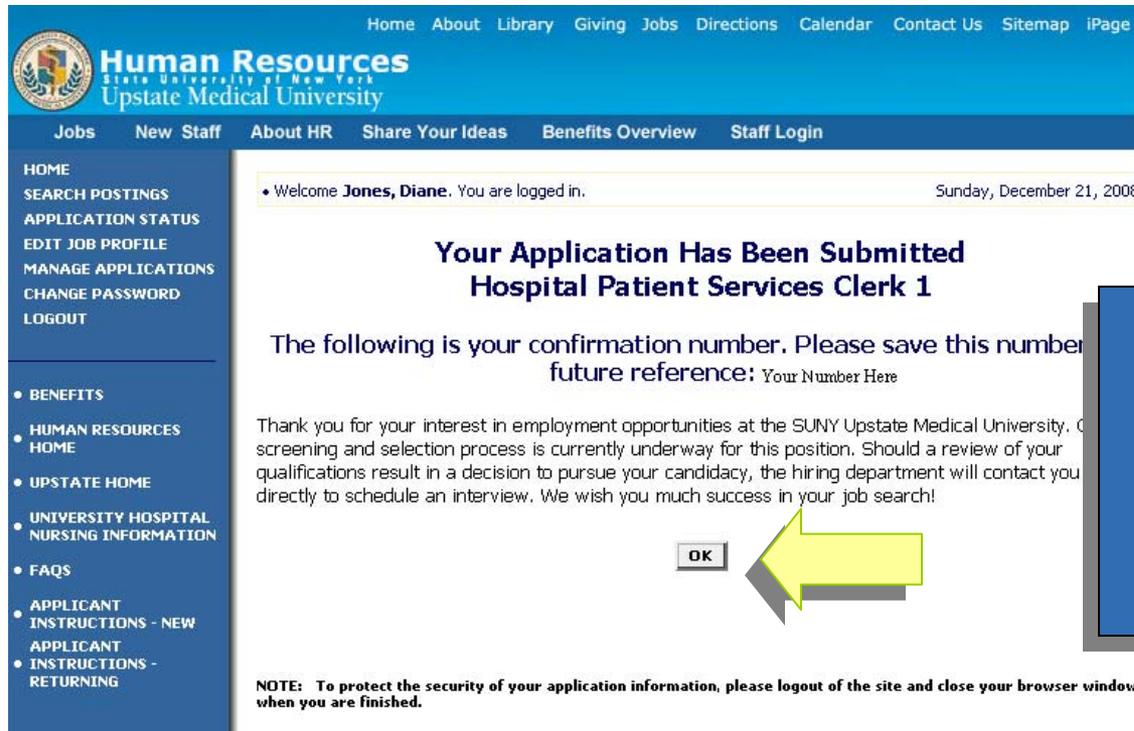
Phone: 315-464-4830 with questions about the content of this page.
[Privacy Policy](#) | [Notice of Privacy Practices](#) | [Emergency Information](#)
All contents copyright (c) 1988-2008, SUNY Upstate Medical University, Syracuse, NY

Click “Yes” if you are finished attaching documents for this Posting

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• Welcome **Jones, Diane**. You are logged in. Sunday, December 21, 2008

Your Application Has Been Submitted Hospital Patient Services Clerk 1

The following is your confirmation number. Please save this number for future reference: *Your Number Here*

Thank you for your interest in employment opportunities at the SUNY Upstate Medical University. Our screening and selection process is currently underway for this position. Should a review of your qualifications result in a decision to pursue your candidacy, the hiring department will contact you directly to schedule an interview. We wish you much success in your job search!

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Here is your
Confirmation Number

You have successfully
applied - click "OK"

SUNY Upstate Medical University

Online Employment System

Voluntary Transfer/Reassignment Request

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