

## Graduate Assistant Reappointment System

1. In Self Service, select Administration : Grad Asst Reappointments (under HR Online Update)
2. In the Search by Department drop down, select the Department
3. Select Continue (By Dept)
4. On the Graduate Assistant Listing page, you can:
  - a. Sort on each column by clicking on the column heading

Definitions:	
<b>ID</b>	Employee ID
<b>RCD</b>	Appointment record number
<b>NAME</b>	Graduate student's name
<b>DEPT</b>	Employing department
<b>JBCD</b>	Job Code
<b>PG</b>	Pay group (7 = Academic, A = 1 <sup>st</sup> semester, B = 2 <sup>nd</sup> semester, F = Fellowship)
<b>LAST ACTN</b>	Date and time record last updated
<b>BY (HAWKID)</b>	HawkID of last person to update record
<b>FINAL?</b>	N = no one has finalized record Y = reviewed and correct at this point (changes can still be made until it is pulled into Payroll system)
<b>#CMNTS</b>	Indicator of how many comments have been made (must enter record to view comment details, highly recommended to use for historical purposes and to note why record not finalized)

### b. Review/Modify a Graduate Assistant Reappointment

5. To modify or review a record, select a radio button next to employee
6. Select Continue
7. To navigate to other records, select **Prev** at upper left or **Next** at upper right
8. Check name on record to verify it is record to be updated
9. Check every field for accuracy
10. When making comments,
  - a. Select Add New Comment
  - b. Enter information into field
  - c. Select Save Comments

Note: No comment can be deleted, but comments can be added to the record. All comments can be seen by others in the application.

11. In the JOBCODE drop down, select one of the following job codes which best fits the employee (these are the most likely codes that will be used)
  - a. FT19-Graduate Teaching Assistant
  - b. FR19-Graduate Research Assistant
  - c. FF52-Graduate Fellow

12. In the PAYGROUP drop down, select one of the codes noted in the table above

Note: "A" is only for 1<sup>st</sup> semester appointments and only available during the Fall application, "B" is only for 2<sup>nd</sup> semester appointments and only available during the Spring application.

Note: In the Spring reappointment process, any Paygroup 7 reappointment record can be changed to reflect the correct spring assignment without changing what the appointment was for the Fall.

Note: There is no need to change a Paygroup 7 record in the Spring to a "B" record, as all changes are effective January 1.

13. In the STANDARD HOURS field, enter the number of hours (the percentage will auto-populate)

14. For the POSITION NUMBER:

Note: Due to the ePersonnel file, this has to be unique to each Graduate TA or RA when the record is finalized. If there is no unique position number, one will need to be assigned by using Position Management Reports to find open TA or RA in each department (specific to the percentage of appointment). If position numbers are needed, they can be requested through Position Management.

- a. Check for open position numbers in department
  - In Self Service, select Administration : HR Reports (under Data Access)
  - Select Position Management Reports
  - Select Open Positions
  - Enter Org = 11, dept number, subdept and effective date
  - For Order By: select JOBCODE
  - Select desired format
  - Select Continue
  - To use an open position number, the pay group, title and number of hours must match the appointment to be assigned to this unique position number

DEPTID	SDEPT	POSITION	JOBCODE	GRADE	PAYGROUP	TITLE	STD_HRS	ACTION	EFFDT	REG_TEMP
11-1320	00000	00126134	FT19	7		Graduate Teaching Assistant	13.2	POS	08/01/2011	T
11-1320	00000	00126164	FT19	7		Graduate Teaching Assistant	1.2	POS	08/01/2011	T
11-1320	00000	00126181	FT19	7		Graduate Teaching Assistant	0.2	POS	08/01/2011	T

- When one is found that matches, enter the position number into the field
- b. If no open position number is available that fits the criteria of the appointment record needing a unique position number, then request a new position number through Position Management
- In Self Service, select Administration : Position Management (under Systems)
  - Select Create a New Position
  - Select the radio button next to Fellows or Graduate Assistant, whichever is most applicable to the appointment
  - Select Next
  - Enter Effective Date (Fall semester = August 1, Spring semester = January 1)
  - Find appropriate Job Code which will populate Position Description field
  - Enter Organization = 11
  - Enter Department
  - Enter Sub Department (if applicable)
  - Select Update
  - Enter Percent-Time (auto-populates the Calculated Standard Hours field)
  - In Paygroup drop down, select one of the codes noted in table above
  - Select +ADD
  - Enter MFK to be used
  - Enter Comments, if desired
  - Select View Summary to edit position
  - Select Edit Position to make any edits
  - Select Save for Processing when complete
  - An email will be sent when new position number is created and ready for use
  - When new position number is received, enter it into the field
- c. If transferring appointment records to another department
- Use a “bucket” position number of 0008 followed by the department number being transferred to (i.e., 00081320 is Rhetoric)
  - Enter this number into the field
  - Change DEPT in MFK

Note: If records have been transferred from another department, a unique position number will need to be assigned to the TA or RA.

15. The REGISTERED HOURS (FROM MAUI) field indicates how many hours the graduate student is registered (they are required to be registered in order to hold an appointment)
16. In the COLLECTIVE BARGAINING ELIGIBILITY drop down:
- a. Select YES if a TA or RA holds a 25% or greater appointment
  - b. Select NO if it is less than this amount
  - c. If JOBCODE FT52 or FF52 was selected, then NOT APPLICABLE will populate

17. The NEW MONTHLY COMPENSATION and NEW TOTAL COMPENSATION fields are view only and will only change based on the amount recorded under the MFK Information
18. Verify the information listed under MFK Information, especially make note of the DEPT and SDEPT, as well as the AMOUNT
19. Select Add MFK if being paid from multiple accounts
20. Select Delete MFK check box and Delete Checked MFKs if an account needs to be removed
21. Select Validate MFKs
22. Make any corrections needed and validate the MFK again
23. Select Save Record

Note: This can be selected at any time throughout the process to save all changes

24. The reviewer of the record reviews for accuracy and selects Save and Finalize

Note: The record can still be changed until Payroll pulls the appointment into their system to process for payment.