

Graduate Assistant Reappointments

Log into self-service, under Administration tab, under HR Online Update on the right-hand side pick Grad Asst Reappointments.

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Finance and Operations Web Applications

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HR Online Update

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- Grad Asst Reappointments**
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★ LEARN ABOUT CUSTOMIZING SELF SERVICE

Select the Department (if you have access to more than one) and hit Continue (By Dept). An alphabetical list of all TA and RA appointments within that department will be reflected. Each field (ID, RCD, NAME, DEPT, JBCD, PG, LAST ACTN, BY (HAWKID), FINAL?, #CMNTS) is sortable by clicking on the underlined link at the top of each column.

Graduate Assistant Listing

Review/Modify Graduate Assistant Reappointments

Please choose an employee from the following list. If you do not wish to choose one of the following employees, please press the [BACK] button on your browser to return to the prior screen.

<u>ID</u>	<u>RCD</u>	<u>NAME</u>	<u>DEPT</u>	<u>JBCD</u>	<u>PG</u>	<u>LAST ACTN</u>	<u>BY (HAWKID)</u>	<u>FINAL?</u>	<u>#CMNTS</u>
<input checked="" type="radio"/> 1083882	0	ADRIAN,JENNIFER	11-1140	FT19	7	12/02/2014 14:31	COMPTON	N	0
<input type="radio"/> 1199611	0	ASHLAND,ALEXANDER JOSEPH	11-1140	FT19	7	12/02/2014 14:31	COMPTON	N	0
<input type="radio"/> 1199611	1	ASHLAND,ALEXANDER JOSEPH	11-1140	FR19	7	12/02/2014 14:23	COMPTON	N	0
<input type="radio"/> 1122891	1	BAUSMAN,CASSANDRA ELIZABETH	11-1140	FT19	7	12/02/2014 15:06	COMPTON	N	0
<input type="radio"/> 1145911	0	BHATTACHARJEE,SHUHITA	11-1140	FF52	BF	**NONE**		N	0
<input type="radio"/> 1144826	0	BLACKWOOD,JUSTIN PAUL	11-1140	FT19	7	12/02/2014 15:07	COMPTON	N	0
<input type="radio"/> 1091181	0	BLALOCK,STEPHANIE MICHELLE	11-1140	FR19	7	12/02/2014 15:09	COMPTON	N	0
<input type="radio"/> 1200164	0	BROWN,EMILY REBECCA	11-1140	FT19	7	12/02/2014 15:10	COMPTON	N	0
<input type="radio"/> 1177770	0	BRUCKER,ERICK WELCH	11-1140	FT19	7	12/02/2014 15:13	COMPTON	N	0
<input type="radio"/> 1199618	0	BRUNO,ENRICO	11-1140	FT19	7	12/02/2014 15:14	COMPTON	N	0
<input type="radio"/> 1186265	0	BUDRUWEIT,KELLY ROSE	11-1140	FT19	7	12/02/2014 15:27	COMPTON	N	0
<input type="radio"/> 1153872	1	BURK,CHELSEA DAWN	11-1140	FT19	7	12/02/2014 15:28	COMPTON	N	0
<input type="radio"/> 1200154	0	CASSARA,JOSEPH BRENDAN	11-1140	FT19	7	12/02/2014 15:28	COMPTON	N	0
<input type="radio"/> 1200151	0	CASSIDY,MOIRA CASADOS	11-1140	FT19	7	12/02/2014 15:30	COMPTON	N	0
<input type="radio"/> 1187826	0	CHAMPLIN,NIKOLA MARIE	11-1140	FT19	7	12/02/2014 15:31	COMPTON	N	0
<input type="radio"/> 1189167	0	CINQUEPALMI,ANTHONY	11-1140	FR19	7	**NONE**		N	0
<input type="radio"/> 1189322	0	COON,MOLLY	11-1140	FT19	B	**NONE**		N	0

ID – Employee ID

RCD – Appointment record number

NAME – Graduate Student's Name

DEPT – Employing department

JBCD – Job Code

PG – Pay group (7 = academic; A = 1st semester; B = 2nd semester; any followed by "F" are fellowships)

LAST ACTN – date and time record was last updated

BY (HAWKID) – Hawk ID of last person who updated the record

FINAL? – "N" means no one has finalized it – Y means it has been reviewed and believed to be correct at this point (changes can be made even after it reflects "Y", but just not after the system has been pulled into Payroll.

#CMNTS – indicates if comments have been made on the record and how many comments have been made – must enter individual record to view comment, date comment was made, and by whom. This is a good tool to use when you are unsure about updating an appointment record, as it helps the next person reviewing the records to understand why a record has not been finalized.

To pick a record place your cursor in the circle in front of the employee ID field and hit Continue at the bottom of the page.

<input type="radio"/>	1154751 0	WALKER,SARAH LINDSAY	11-1140 FT19	7	**NONE**		N	0
<input checked="" type="radio"/>	1200159 0	WESTBROOK-WILSON,SORREL LUCILLE	11-1140 FT19	7	**NONE**		N	0
<input type="radio"/>	1177948 0	WHEELER,JOSHUA GERALD	11-1140 FT19	7	**NONE**		N	0
<input type="radio"/>	1177947 0	WHITE,RACHEL GAIL	11-1140 FT19	7	**NONE**		N	0
<input type="radio"/>	1058380 0	WILLIAMS,ANDREW JEROME	11-1140 FT52	BF	12/01/2014 16:04	COMPTON	N	1
<input type="radio"/>	1058380 3	WILLIAMS,ANDREW JEROME	11-1140 FT19	B	12/01/2014 16:03	COMPTON	N	1
<input type="radio"/>	1200165 0	WOOD,EMMA WINSOR	11-1140 FT19	7	12/08/2014 13:55	COMPTON	N	0
<input type="radio"/>	1121929 3	WORTH,LACEY LYNN	11-1140 FT19	B	12/01/2014 10:02	COMPTON	Y	0
<input type="radio"/>	1178401 0	YPIL,LAWRENCE LACAMBRA	11-1140 FT19	7	**NONE**		N	0

Once in the record, you can navigate from record to record by clicking (Prev) or (Next) or by going back to the GA Listing and picking the exact record you want (please be sure to check the name on the record you are updating before proceeding.)

You are here: [Administration](#) » [GA Reappointments](#) » [GA Listing](#) » Graduate Assistant Reappointment

Graduate Assistant Reappointment

Review/Modify Graduate Assistant Reappointment ([View Reappointment Guide](#))

[\(Prev\)](#) (WALKER,SARAH LINDSAY) [\(WHEELER,JOSHUA GERALD\)](#) [\(Next\)](#)

EMPLID: 1200159
NAME: WESTBROOK-WILSON,SORREL LUCILLE
UPDATED: **NONE**

ORG-DEPT: 11-1140
PRIOR SALARY: 1205.6
ONLINE NEW SALARY: 1205.6

Comment By:	Comment Date:	Comment:
Add New Comment		<input type="button" value="SAVE COMMENTS"/>

[\(View Recent Appt History\)](#)

When updating a record, please check every field for accuracy.

Make sure you are on the correct record you want to update – check name.

Do you want to make any comments? The SAVE COMMENTS button MUST be clicked to save your comment. No comments can be deleted, but others can be added. Note others who view this application will be able to see your comments, as well.

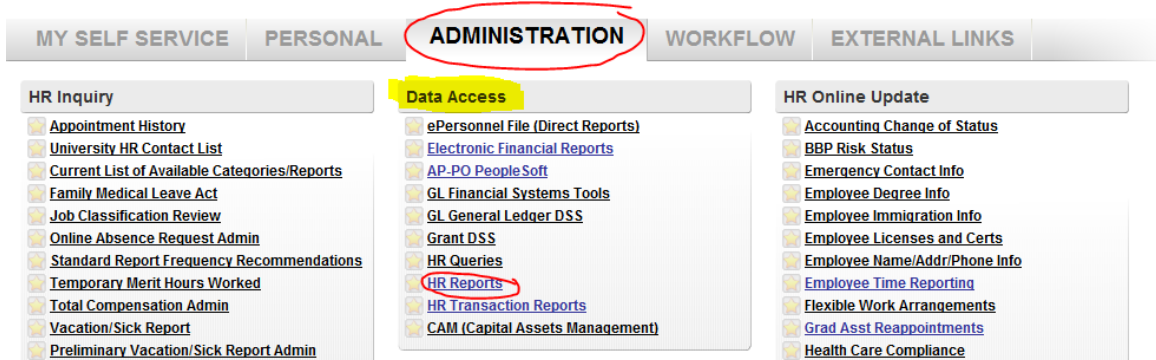
JOB CODE: for the most part it will be FT19-Graduate Teaching Assistant, FR19-Graduate Research Assistant, or FF52-Graduate Fellow.

PAY GROUP: See choices below and note "A" is only for 1st semester appointments and will only be a choice during the fall application, "B" is for 2nd semester appointments and will only be a choice during the spring application.

STANDARD HOURS: You must change this field by the number of hours and the percentage will populate automatically.

POSITION NUMBER: Each position number has to be unique to each Graduate TA or RA when the record is finalized due to the E-personnel files. Those that don't have a unique position number – one will need to be assigned by using the Position Management system to find open TA or RA (specific to the percentage of appointment) in each department. If others are needed they can be requested through the Position Management system.

- First check for open position numbers in your department. Go to self-service under the Administration tab under Data Access and pick HR Reports.



- Pick Position Management Reports, Open Positions, Enter ORG, DEPT, SUBDEPT, and EFFECTIVE DATE. You may want to ORDER BY: JOB CODE to keep all the Graduate Teaching Assistant position numbers grouped together. See the report results below. DO NOT USE "bucket" position number (see highlight below). To use one of the open graduate assistant position number in this department, the pay group (in this case the 7), the Title (in this case Graduate Teaching Assistant, and the number of hours, must match the appointment you will be assign this unique position number to.

11-1320	00000	00081320	FT19
11-1320	00000	00126147	FT19
11-1320	00000	00126181	FT19
11-1320	00000	00142123	FT19
11-1320	00000	00142135	FT19
11-1320	00000	00142185	FT19
11-1320	00000	00142193	FT19
11-1320	00000	00156399	FT19
11-1320	00000	00156486	FT19
11-1320	00000	00156564	FT19
11-1320	00000	00156719	FT19

7	Graduate Teaching Assistant	40	POS	04/25/2014	T
7	Graduate Teaching Assistant	20	POS	08/01/2011	T
7	Graduate Teaching Assistant	20	POS	08/01/2011	T
7	Graduate Teaching Assistant	20	POS	08/01/2012	T
7	Graduate Teaching Assistant	20	POS	08/01/2012	T
7	Graduate Teaching Assistant	20	POS	08/01/2012	T
7	Graduate Teaching Assistant	20	POS	08/01/2012	T
7	Graduate Teaching Assistant	20	POS	08/01/2013	T
7	Graduate Teaching Assistant	20	POS	08/01/2013	T
7	Graduate Teaching Assistant	6.6	POS	08/01/2013	T
7	Graduate Teaching Assistant	.6	POS	08/01/2013	T

- If no open position number is available that fits the criteria of the appointment record that needs a unique position number assigned to it, then you can request new position numbers through the Position Management found on self-service under the Administration tab, under Systems.

The screenshot shows the 'ADMINISTRATION' tab selected in the top navigation bar. Below it, the 'Systems' section is expanded, and 'Position Management' is highlighted with a red circle. Other sections visible include 'HR Inquiry', 'Data Access', 'HR Online Update', 'System Tools', and 'Forms'.

Click Create a New Position, pick STAFF TYPE, hit next, enter Effective Date (which for spring semester would be January 1, 2015), find Jobcode, this will populate the Position Description field, complete Organization:, Department:, Sub Department, hit Update. Complete Percent-Time field (this will automatically populate the Calculated Standard Hours field. Pick Paygroup. Hit +ADD button to populate MFK – add Comments if you desire and View Summary. This allows you to Edit Position before clicking on Save for Processing. You will then receive an email letting you know when your new position number is ready to be used.

New Graduate Assistant Position

» Effective Date for New Graduate Assistant Position: 01/01/2015 Please note: Jobs@Ulowa Requisitions can be created on or after the effective date indicated here. If you assign a future effective date, you must wait until that date to create the Requisition.

JOB TITLE

» Find Jobcode: FT19

Position Description: Graduate Teaching Assistant

Grade:

DEPARTMENT

Enter a number to begin your department search. As you type, a list of results appear below the form field. You may use the up or down arrow key to navigate the search results. To select the blue highlighted value from the list, press Enter.

» Organization: 11

» Department: 1320

Sub Department: 00000

Org: COLLEGE OF LIBERAL ARTS AND SCIENCES

Dept: Clas-Rhetoric

SubDept: RHETORIC

WORK HOURS

» Percent-Time (100 = 100%)

50 %

Calculated Standard Hours

20

» Paygroup

B > Second Semester

MASTER FILE KEY

To add more M.F.K.'s to this position, chose the number of rows and click Add. To clear a row, press the the reset button.

1

Fund	Organizational Unit	Department	Sub-department	Grant	Function	Funding Percentage (Out of 100%)		
1) 050	11	1320	00000	52575000	10	100	<input type="button" value="Remove"/>	<input type="button" value="Clear"/>

Comments

Position Summary

New Graduate Assistant Position

NEW POSITION INFORMATION

NEW VALUES

POSITION NUMBER:	The position number will be available after this form has been processed.
EFFECTIVE DATE:	01/01/2015
STAFF TYPE:	Temporary Graduate Assistant
ORGANIZATIONAL UNIT:	11 COLLEGE OF LIBERAL ARTS AND SCIENCES
DEPARTMENT:	1320 Clas-Rhetoric
SUB-DEPARTMENT:	00000 RHETORIC
JOB CODE:	FT19 (Graduate Teaching Assistant)
GRADE:	N/A
PERCENT TIME:	50 %
STANDARD HOURS:	20 Hours
PAYGROUP:	B Second Semester

NEW MFK

FUND	ORG	DEPT	SUBDEPT	GRANT	FUNCTION	%
050	11	1320	00000	52575000	10	100%

NEW COMMENTS

For transferring appointment records to other departments use the following “bucket” position number (0008 followed by the department number – example: 00081320 is Rhetoric). Type this number in the POSITION NUMBER field and click SAVE RECORD. . It is also a good idea to change the dept number in the MFK before saving the record, so when the record drops off your list and goes to the new employing department list, it will pay from the new department if someone forgets to update the record after it hits their graduate reappointment list. If you have records that have been transferred from other departments, this is when you will need to assign the TA or RA a unique position number within your department.

Graduate Assistant Reappointment

Review/Modify Graduate Assistant Reappointment ([View Reappointment Guide](#))

([Prev](#))(JACKSON,AKIA)

(KARATZA,SOFIA)([Next](#))

EMPLID:	1189184	ORG-DEPT:	11-1320
NAME:	JAMES,REBECCA ANNE	PRIOR SALARY:	1808.4
UPDATED:	**NONE**	ONLINE NEW SALARY:	1808.4

Comment By:	Comment Date:	Comment:
Add New Comment		

SAVE COMMENTS

([View Recent Appt History](#))

JOB INFORMATION (RECORD # 0):

JOBCODE:	FT19 - Graduate Teaching Assistant
PAYGROUP:	B - 2nd Semester
STANDARD HOURS:	20 [EQUIV % TIME (VIEW ONLY):50]
POSITION NUMBER:	00081120
REGISTERED HOURS (FROM MAUI):	0
COLLECTIVE BARGAINING ELIGIBILITY:	YES
NEW MONTHLY COMPENSATION (VIEW ONLY):	1808.40
NEW TOTAL COMPENSATION (VIEW ONLY):	9042.

MFK INFORMATION:

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	AMOUNT	DELETE MFK?
050	11	1120	00000	52575000	5035	000	00000	10	0000	1808.40	<input type="checkbox"/>

VALIDATE MFKs	ADD MFK	DELETE CHECKED MFKS	SAVE RECORD	SAVE AND FINALIZE
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REGISTERED HOURS (FROM MAUI): This indicates how many hours the graduate student is registered for. Note to hold a graduate assistant appointment, they are required to be registered.

COLLECTIVE BARGAINING ELIGIBILITY: Currently if a TA or RA holds a 25% or greater appointment, they are collective bargaining eligible. So “Yes” would be chosen. If on fellowship, NOT APPLICABLE (JOB CODE is FT52 or FF52) will populate based on the JOB CODE you select.

NEW MONTHLY COMPENSATION and NEW TOTAL COMPENSATION are both VIEW ONLY. Changes to a salary must be entered in the AMOUNT under the MFK INFORMATION:

Always hit VALIDATE MFKs when making a MFK change.

Note you can ADD MFK (if being paid from more than one MFK), DELETE CHECKED MFK (will delete a MFK if you check the DELETE MFK? Box and save the record.

Save Record will save the changes made and Save and Finalize should be left for the reviewer to finalize the record indicating it is accurate to the best of our ability with what we know at this time. NOTE AGAIN, a record can be changed on this system until Payroll pulls the appointments into their system to process for payments – even if the save and finalize has been chosen.

Graduate Assistant Reappointment

Review/Modify Graduate Assistant Reappointment ([View Reappointment Guide](#))

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EMPLID:	1200159	ORG-DEPT:	11-1140
NAME:	WESTBROOK-WILSON, SORREL LUCILLE	PRIOR SALARY:	1205.6
UPDATED:	**NONE**	ONLINE NEW SALARY:	1205.6

Comment By:	Comment Date:	Comment:
Add New Comment		
		<input type="button" value="SAVE COMMENTS"/>

([View Recent Appt History](#))

JOB INFORMATION (RECORD # 0):

JOB CODE:	FT19 - Graduate Teaching Assistant
PAY GROUP:	7 - Academic-10 pay
STANDARD HOURS:	13.2 [EQUIV % TIME (VIEW ONLY): 33]
POSITION NUMBER:	00168261
REGISTERED HOURS (FROM MAUI):	12
COLLECTIVE BARGAINING ELIGIBILITY:	YES
NEW MONTHLY COMPENSATION (VIEW ONLY):	1205.60
NEW TOTAL COMPENSATION (VIEW ONLY):	12056.

MFK INFORMATION:

FND	ORG	DEPT	SDEPT	GRANTPG	IAC	OACT	DPACT	FN	CCTR	AMOUNT	DELETE MFK?
050	11	1140	00100	52575000	5035	000	00000	10	0000	1205.60	<input type="checkbox"/>

<input type="button" value="VALIDATE MFKs"/>	<input type="button" value="ADD MFK"/>	<input type="button" value="DELETE CHECKED MFKS"/>	<input type="button" value="SAVE RECORD"/>	<input type="button" value="SAVE AND FINALIZE"/>
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