To hire a full time graduate assistant, please follow these steps.

Click on the **Workforce Administration** link

Under the **Job Information** folder, click the **Add Employment Instance** link.
Hiring a Graduate Assistant

Enter in the ID # of the person you are hiring and tab out of the field.

The system will assign the next available record # for this person.

Then click on Add Relationship.

On the Work Location tab, enter in the following fields:

Effective Date – please refer to the In House Appointment Date Chart for the grad hire date.

Action – Hire.

Position # - Type in position # and tab out of the field. All department information will default in.

Click on the Job Information tab.
On the **Job Information** tab, double check the **job code** and the **standard hours** are correct,

Click the **Payroll** tab.

On the **Payroll** tab, click the look up button for the **Pay Group** and choose the pay group of **PGR**.

When a warning appears regarding Employee Type... just click OK.

Click on the **Salary Plan** tab.
On the **Salary Plan** tab:

Choose the correct step.

- Step 1 – Masters Level graduate assistant
- Step 2 – Ph D level graduate assistant
- Step 3 – Ph. D students who have passed the oral and written comprehensive exams

Click on the **Compensation** tab.

Click the **Default Pay Components** button to bring in the salary amount.

Double check the salary amount is correct.

Click the **OK** button.
Once the Ok button is clicked on the Compensation tab, the system automatically brings you back to the original add employment instance panel.

To add in the Termination row for the job, follow these steps.

From this panel, click on the **Job Information** tab on the Menu bar. Choose the **Job Data** link.

Enter in the ID # and record # of the graduate assistant job you just created,

OR

Enter in the ID # and click search.

Choose the record you are working on.
Once on the Work Location tab, follow these steps:

- **Add a row** by clicking on the plus (+) button in the upper right corner.
- **Effective date** – enter in the termination date for the job (refer to the In House Appt Chart).
- **Change the Action** to Termination.
- **Click Save**.

Now that the job data is entered, you must enter in the **Contract data** or the graduate assistant will not be paid.
Under the **Menu Bar**, click on the **Job Information** link. Click on the **Contract Administration** link and choose **Update Contract NA** from the drop down.

**Contract Pay NA**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

**Search Criteria**

- Empl ID: begins with 100000429
- Empl Record: = 3
- Contract ID: begins with
- Name: begins with
- Last Name: begins with
- Second Last Name: begins with
- Alternate Character Name: begins with
- Middle Name: begins with

- Include History
- Correct History
- Case Sensitive

Limit the number of results to (up to 500): 500

Search  Clear  Basic Search  Save Search Criteria

On this panel, click **Add a New Value**.
Hiring a Graduate Assistant

Under **Add a New Value**, enter in the ID and record # (if not there) or double check the ID # and record #, then click **Add**.

On the **Contract Pay** panel, enter these fields:

**Effective Date** – Should equal the Hire date on the job record.

**Contract Pay Type** – Graduate Assistant Contracts.

**Contract Begin Date** – Refer to the *In House Payroll Appointment Date Chart* for this date.

**Contract End Date** – Refer to the *In House Payroll Appointment Date Chart* for this date.

Click **Save**
This is how the contract screen will look once all information is entered and saved.

Please refer to the In House Employee Personal & I-9 Documentation Job Aid to verify your graduate assistant’s personal information and to enter in the I-9 form documentation.