Hiring a Part Time Graduate Assistant

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

From the Main menu, click on the **Workforce Administration** link.

Under the Job Information folder, click on the **Add Employment Instance** link.
On the Add Employment Instance panel, enter in the ID # of the graduate assistant and tab out.

The system will assign the next available record # for the graduate assistant.

Click Add Relationship

On the Work Location tab, enter the following fields:

Effective Date – Please refer to the In House Appointment Date Charts for the dates to use.
Action – Hire
Position # – Enter in the 8 digit graduate assistant position # and tab out.
Override Position Data – In order to change the hours and FTE for this grad, this override button must be clicked. Once clicked, it changes to Use Position Data.

Once all information is entered, click on the Job Information Tab.
On the Job Information tab, adjust the standard hours and the FTE to coincide with what the graduate assistant will be working.

If the graduate assistant is working:

- 20 hours a week for one semester, the hours stay the same, and only the FTE needs to be adjusted to .50.
- 10 hours a week for one semester, the hours will need to be changed and the FTE will need to be adjusted to .25.
- 10 hours a week for the academic year, the hours will need to be changed and the FTE will need to be reflected to .50.

If you are hiring for anything other than the ones above and have any questions, please contact Paula Murray.
Once you adjust the FTE, this message appears to remind you that you have to adjust the contract salary amount or the person will be overpaid.

Click OK.

Click on the Payroll tab.

Click the look up button for the Pay Group and choose PGR – graduate assistants
When this message appears, just click OK.

Click on the Salary Plan tab.

On the Salary Plan tab, choose the step that the graduate assistant will be paid.

Step 1: Masters level student

Step 2: Ph. D Level student

Step 3: Ph. D level student that have already completed their oral and comprehensive exams.

After choosing the correct step, click on the Compensation tab.
On the Compensation tab, click the Default Pay Components to bring in the salary amount.

Under the Pay Components, highlight the contract amount and adjust it to what the graduate assistant will be paid.

In this example, the graduate assistant is working 20 for one semester, which means she should be paid half of the full time full academic year amount.
Once the Contract amount is adjusted, click the **Calculate Compensation** button to sync up the rates. Then click **OK**.

Once the job has saved, the system automatically reverts to the Add Employment Instance panel. Under the **Job Information** link on the **Menu Bar**, click on the **Job Data** link.
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Enter in the ID # and record # of the graduate assistant you just created, OR Enter in the ID # and click search. From the search results, choose the record # you just created.

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 (refer to the In House Payroll Appt Date 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.

On this panel, click Add a New Value.
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.
- **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.

Once the personal information and I-9 documents have been entered and verified, please send the following documents to Human Resources Attn Nancy Gardner:

- I-9 Completed with copies of supporting documents
- Drug Free Workplace Policy Acknowledgement
- Bar of Claims

Send the Graduate Assistant Appointment letter to the Grad School.