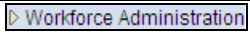
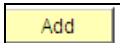




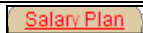

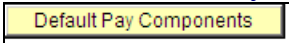
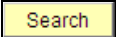




## Hiring a Graduate Assistant

1.	Under the <b>Menu Bar</b> , Click on the <b>Workforce Administration</b> link 
2.	Click on the <b>Job Information</b> folder.
3.	Click on <b>Add Empl Instance</b> . This will assign a new record number for this person.
4.	Enter the student's EmplID number and then tab out of the field. The system will assign the next available record # for this student.  Click the <b>Add</b> button 
5.	Type in the date of hire in the <b>Effective Date</b> field.  Please consult the <a href="#">In-House Payroll Appointment Dates Chart</a> to determine which date to enter.
6.	The <b>Action/Reason</b> should be hire.
7.	Type in the <b>Position Number</b> and tab out.  All departmental information will default in.
8.	Click the <b>Job Information</b> tab. 
9.	Verify <b>Job Code</b> and <b>Standard Hours</b> are correct. Click on the <b>Payroll</b> tab. 
10.	Click the <b>Look up Pay Group</b> button. 
11.	Click on <b>PGR - Graduate Assistants</b> .
12.	This <b>Warning</b> automatically comes up. Click the <b>OK</b> button. 
13.	Click the <b>Salary Plan</b> tab. 
14.	Click on the <b>Look up Step</b> button.
15.	The step is determined by the grad level the student is at. Step 1 - Masters Step 2 - PhD Step 3 - Completed oral and written comprehensive exams
16.	Click the <b>Compensation</b> tab. 
17.	Click the <b>Default Pay Components</b> button to bring in the Comp rate. 
18.	Verify the <b>Comp Rate</b> is correct. Click the <b>Save</b> button.
19.	<b>**NEW STEP** To add in the termination row</b>  On the <b>Menu Bar</b> , click the <b>Workforce Administration Link</b> . Then click on the <b>Job Information</b> link.

20.	Click on <b>Job Data Folder</b> .
21.	Enter in the <b>EmplID</b> (if not there) Click the <b>Search</b> button. 
22.	Click on the <b>Record Number</b> you are currently working on.
23.	On the Work Location panel, Click on the <b>Plus (+)</b> button on the upper right side to add in the termination row.
24.	Type in the date of termination in the <b>Effective Date</b> field.  Please consult the <a href="#">In-House Payroll Appointment Dates Chart</a> to determine which date to enter.
25.	Click the <b>Action/Reason</b> drop down button and select <b>Termination</b> .
26.	Click the <b>Save</b> button. 
27.	Under the <b>Menu Bar</b> , click on the <b>Job Information Link</b> and then the <b>Contract Administration</b> link.
28.	Click the <b>Update Contract Pay NA</b> button.
29.	Enter in the <b>EmplID number</b> of your graduate assistant.  Then click <b>Search</b> .
30.	Click on the <b>Record Number</b> you are currently working on.
31.	The <b>Effective Date</b> must equal the job data hire date.
32.	Click on the <b>Contract Pay Type</b> drop down. Select <b>Graduate Assistant Contracts</b> .
33.	Enter in the <b>Contract Begin</b> and <b>End Dates</b> .  You should consult the <a href="#">In-House Payroll Appointment dates chart</a> for these dates.
34.	Click the <b>Save</b> button. 
35.	Please refer to the Personal and I-9 Documentation for instructions on how to verify your grad assistant's personal information and to enter in the I-9 information. <b>End of Procedure.</b>