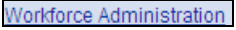
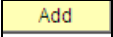

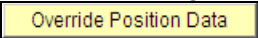



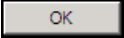


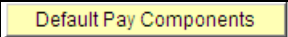










## Hiring a Part Time Graduate Assistant

|     |   |
|-----|---|
| 1.  | Under the <b>Menu Bar</b> , click on <b>Workforce Administration</b>   |
| 2.  | Under the <b>Job Information Folder</b> , Click the <b>Add Employment Instance</b> button.  |
| 3.  | Enter in the student's <b>EmplID number</b> .<br><br>Tab out and the system will assign the next available record number for this student.  |
| 4.  | Click on <b>Add</b>    |
| 5.  | Enter in the <b>Effective Date</b> .<br><br>Consult the In-House Payroll Appointment Dates charts for appropriate dates to use.   |
| 6.  | The <b>Action/Reason</b> is Hire.   |
| 7.  | Enter in the <b>Position Number</b> and tab out.<br><br>All departmental information will default in.   |
| 8.  | In this instance we are hiring a graduate assistant to work 20 hours for just the Fall semester.<br><br>In order to change the FTE to .50 you must <b>click on the Override Position Data button</b> .<br> |
| 9.  | Click on <b>Job Information</b> .    |
| 10. | Change the <b>FTE from 1.0 to .50</b>   |
| 11. | When you get the message regarding compensation..., <b>Click OK</b>   |
| 12. | Click the <b>Payroll</b> tab.    |
| 13. | Click the <b>Look up Pay Group</b> Button   |
| 14. | Click on <b>PGR Graduate Assistants</b>   |
| 15. | Click the <b>OK</b> button regarding the employee type.   |
| 16. | Click the <b>Salary Plan</b> tab.    |
| 17. | Click the <b>Look up Step</b> button.   |
| 18. | Click on the appropriate <b>step</b> amount.  |
| 19. | Click the <b>Compensation</b> tab.   |
| 20. | Click on <b>Default Pay Components</b> button.    |
| 21. | Change the <b>Comp Rate</b> to equal the <b>FTE</b> .<br><br>For instance, if a person is hired using .50 FTE and the full time contract pay is 12,500, the compensation rate for that person would be 6,250.   |
| 22. | Click the <b>Calculate Compensation</b> button.   |

|     |   |
|-----|---|
| 23. | Click the <b>Save</b> button.    |
| 24. | Under the <b>Menu Bar</b> , click the <b>Workforce Administration Link</b> , and then the <b>Job Information</b> link to enter in the <b>Termination row</b> for this job.   |
| 25. | Click on <b>Job Data</b> .   |
| 26. | Enter in the <b>EmplID</b> number and click <b>Search</b> .<br><br>Click on the appropriate record number.  |
| 27. | Click on the <b>Plus (+)</b> button to add in the termination row.  |
| 28. | Change the <b>Effective Date</b> to the termination date.<br><br>Please consult the In-House Payroll Appointment Dates for the correct dates to use.  |
| 29. | Click on the <b>Action/Reason</b> drop down list and select <b>Termination</b> .  |
| 30. | Click the <b>Save</b> button.    |
| 31. | Under the <b>Menu Bar</b> , click the <b>Job Information</b> link, then click the <b>Contract Administration</b> link.  |
| 32. | Click the <b>Update Contract Pay NA</b> button.   |
| 33. | If the <b>EmplID number</b> is not there, enter it and then Click the <b>Search</b> button.    |
| 34. | Click on the appropriate record number.   |
| 35. | The <b>Effective Date</b> should equal the job data hire date.  |
| 36. | Click on the <b>Contract Pay Type</b> drop down and choose <b>Graduate Assistant Contracts</b> .  |
| 37. | Enter in the <b>Contract Begin</b> and <b>End dates</b> .<br><br>Please consult the <b>In-House Payroll Appointment Dates chart</b> for the correct dates to use.   |
| 38. | Click <b>Save</b> .    |
| 39. | Please proceed to the Personal Data document for instructions on how to enter and check the personal data of the graduate assistant.<br><br>When completed, please forward the Appointment Letter to the Graduate School.<br><br>The I-9 information should be forwarded to Human Resources.<br><br><b>End of Procedure</b> |