New Graduate Assistant Hire Pilot Program for Fall 2019

Based on direction from executive leadership and campus feedback, a group of individuals from Human Resources, Graduate Education, Student Financial Aid, IT, and central administration have been working to revise the graduate assistant hiring process for this fall. The pilot program for fall 2019 GA hire process was shared with a select group of individuals involved/responsible for the hiring process. However, to make all of campus aware of this change, we are sharing a high-level overview of the new process, including links to the full presentation and WyoCast.

This pilot program allows for 2 processes based on the category of the Graduate Assistant:
- New Hire
- Rehire

New Hire Process:
This process will include Graduate Assistants who are net new hires for Fall 2019. This process will use the recruiting system to gather the data necessary to complete hires but streamline the approvals process within the system to create a greater level of efficiency.

Step 1	Cost Center approves costing information – see slide 7
Step 2	Hiring Manager or Assistant creates and submits requisition*
Step 3	Recruiter posts requisition and sends link to Hiring Manager and/or Assistant.
Step 4	Hiring Manager and/or Assistant sends link and provided communication to candidate.**
Step 5	Candidate submits application. By applying, they are accepting the position.
Step 6	Banner Integration runs and notifies Graduate Education when complete.
Step 7	Graduate Education reviews for eligibility.
Step 8	If eligible, the Recruiter creates, extends, and accepts the offer on behalf of the candidate. If ineligible, Graduate Education notifies the Hiring Manager.
Step 9	If eligible, hire is submitted for processing.

*Attach the Graduate Assistant Funding & Tuition Form to the Attachments section of the requisition.
**Communication language to be provided to business managers. When the GA candidate applies, they are accepting the position if eligible.

Rehire Process:
Graduate Assistants who can be processed through rehiring include termed Graduate Assistants from Academic year 2018-2019, current Graduate Assistants from the summer, or individuals not termed from the Spring 2019 semester. The GA Rehire Report, that will be shared with the Dean's/Business Offices, will be used to gather data on rehires. Once the data has been gathered, Graduate Education, HR, Payroll, and Student Financial Aid will work in tandem to rehire these employees.

Step 1	Rehire Report Updated by College/Area
Step 2	Graduate Education Reviews Rehire Report for Graduate Assistant Eligibility
Step 3	If ineligible, Graduate Education will communicate with the Dean's/Business Office.
Step 4	If eligible, Graduate Education notifies Payroll, HR Records, and Student Financial Aid.

A full timeline for each process is included in the linked campus presentation. However, key dates are also listed below for each process.

New Hire Timeline:
- **July 30th :** Start creating requisitions in Recruiting system.
- **August 16th:** Preferred deadline for creating and submitting requisitions for Graduate Assistants to have access by the first working day and receive September pay.

Rehire Timeline:
- **July 30th – August 9th:** College/Business units complete GA Rehire Report.
- **August 12th – August 23rd:** Graduate Education works with College/Business units to ensure students are eligible for rehire. As students become eligible, they will be hired in the system by HR Records.
- **August 24th:** All Graduate Assistants as of this date that need to be rehired will need to go through HCM Recruiting system.

If you have additional questions related to the Graduate Assistant hiring process for Fall 2019, please see the Graduate Assistant quick reference guide, view the Graduate Assistant presentation at the following link or contact:

- Graduate Education: 307-766-6478
- Human Resources: 307-766-2377

Best,

Human Resources & GA Task Force

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