GRADUATE ASSISTANT TRAINING GUIDE

UW PEOPLESOFT TRAINING SCRIPT

Description:
This user guide will detail the originator/requestor's role and the approver's role in the graduate assistant hiring process.

Make sure that you allow pop-ups for this site.

The Process *At-A-Glance*

1. Log into PeopleSoft HRMS and navigate to the GA Hire page within Recruiting.

2. Search for an existing or completed form, or begin a new one. To begin a new online GA Hire – navigate to the "Add a New Value" tab and enter the W# (W012345678) to continue.

3. Complete the boxes within the form as necessary and required.

4. Add comments and submit when ready.

5. Navigate to the form by using the link within the auto-email, otherwise, you can go directly to the form via: Main Menu>Recruiting>GA Hires and search for the appropriate form.

6. Review form for accuracy, and approve, deny, pushback or restart as necessary. Questions can be directed to Michele Peck at 766-6478 or Human Resources at 766-5612.

Part 1: Filling out the Graduate Assistant Hire Form

PART A:
As part of a department that hires graduate assistants, the originator/requestor will need to fill out the Graduate Assistant Hire Form to have new hires processed. The top half of the form is information regarding the hiring department, the academic year and term the student is working, stipend information, workers' comp, etc.

Favorites | Main Menu > Recruiting > GA Hires

Related Content ▼   ⤢ New Window   ? Help

Graduate Assistant Hire Form

Other documents that need to be completed prior to final approval are:
- I9
- Work Authorization
- Certificate of Disclosure
- Optional Fee Petition, if it applies to the student.

Status	Initial			Form ID	999999999

W# ▉▉▉▉▉   ▉▉▉▉▉▉   Empl ID ▉▉▉▉

Major Code BMSC   Degree PHD   Hours Taken 9.000

*Hiring Dept ID 24010 🔍 Atmospheric Sciences

*Academic Home Dept ID 24010 🔍 Atmospheric Sciences

*Fiscal Year 2017-2018 🔍   ☐ July/Aug   ☑ Fall   ☑ Spring   ☐ May/June

Please note these dates do not reflect commencement

	Begin Date	End Date
	07/01/2017	08/29/2017
	08/30/2017	01/21/2018
	01/22/2018	05/13/2018
	05/14/2018	06/30/2018

*Stipend Amount 28150.00   FTE 0.4750   Research % ____   Teaching % 100.00   Non-Academic ____ %

*Workers' Comp Professional ▼   ☐ International Employee   ☑ Live and/or Work in WY

Stipend Funding Categories ❓
- ☐ AA Base Allocation
- ☐ AA URDM
- ☑ Grant
- ☐ Other

Stipend Funding Information

Personalize | Find | ⤢ | 🗒 First ◀ 1 of 1 ▶ Last

	Entity	Project	Org	*Begin Date	*End Date	Percent	*Fund Amt	
1		10009 🔍	🔍	📅	📅			➕ ➖

Budget ID
1000955
1000960
1000971
1000971A
1000984

Tuition and Fee

Personalize | Find | View All | ⤢ | 🗒 First ◀ 1 of 1 ▶ Last

	Entity		Semester	Status	Fund Amt	
1	🔍	🔍	▼	▼		➕ ➖

Health Insurance

Personalize | Find | View All | ⤢ | 🗒 First ◀ 1 of 1 ▶ Last

Instructions

At this stage, the originator/requestor needs to enter all information including hiring/academic home department, academic year, terms, stipend amount, FTE in decimal format, workers' comp etc. and the Stipend Funding Information. ***Note – there is additional clarification regarding the dates for the Fiscal Year box to be filled out. The Stipend Amount and the sum of the Fund Amt(s), if more than one row is entered, must equal the same amount. Tip – using the tab button in the Stipend Funding Information area will open up appropriate boxes. Additionally – if you've made a mistake, don't delete (minus sign) the row, just type over the bad data within the funding area.

*Begin and End dates need to be accurate and are considered dates of employment.

PART B:

The lower half of the form covers Tuition and Fees, Health Insurance and Departmental/Other Fees. These need to be filled out for each form that is submitted.

Tuition and Fee Reduction

	Entity	Project	Fund Class	Fund Source	Org	Expense Class	Program	Activity	Semester	Status
1	10		400	500422	30001	500	0000	0000	AY	FT 9 Hrs

Health Insurance

	Entity	Project	Org	Semester	Status	Fund Amt
1		1001291	16104	AY	FT 9 Hrs	

☐ Optional Fee Package Checking this box indicates your understanding that the fees under this package are automatically pulled from your account.

    ☐ Fall

    ☐ Spring

Departmental or Other Fees

	Entity	Project	Org	Semester	Fund Amt	Description
1		1001291	16104	AY	603.00	Weather Balloon Fee

Update Information   View All First 1 of 1 Last

    Updated by

    Last Updated

[Save Changes]   [Submit]

Instructions

At this stage, the originator/requestor needs to enter all appropriate information for Tuition and Fee Reduction, Health Insurance, Department or Other Fees.

To submit the form, click Submit. Otherwise you can click Save Changes and return to the form later.

As part of a department chain of approval, the approver will receive an automated email from HRMS indicating that a Graduate Hire Form needs your approval. Click on the link in the email to view the request.

Instructions
At this stage, the approver needs to 1. Double check all information including hiring/academic home department, academic year, stipend amount, etc. and review the org codes for Stipend Funding Information, Tuition and Fee Reduction, etc. 2. Approve, Pushback, Deny or Restart the form, leaving comments if necessary. Denying a form will terminate it. The requester will need to submit another form if need be.

To complete the approval, click the Approve, Pushback, Deny or Restart button. |

Favorites | Main Menu > Recruiting > GA Hires

Graduate Assistant Hire Form

Other documents that need to be completed prior to final approval are:

- I9

- Work Authorization

- Certificate of Disclosure   1

- Optional Fee Petition, if it applies to the student.

Status	Initial	Form ID 999999999

W#   Empl ID

Major Code BMSC   Degree PHD   Hours Taken 9.000   5

*Hiring Dept ID

*Academic   2

Home Dept ID

3 *Fiscal Year 2017-2018   ☐ July/Aug   ☑ Fall   ☑ Spring   ☐ May/June

**Please note these   Begin Date 07/01/2017   08/30/2017   01/22/2018   05/14/2018
dates do not reflect   End Date   08/29/2017   01/21/2018   05/13/2018   06/30/2018   4
commencement**

*Stipend   9   FTE 0.000   7 search %   Teaching %   Non-Academic
Amount   %

*Workers'   ☐ International Employee ☑ Live and/or Work in WY
Comp   10

Stipend Funding Categories ❓

☐ AA Base Allocation
☐ AA URDM
☐ Grant
☐ Other   6

Stipend Funding Information   Personalize | Find | 🔃 | 🔢 First ◀ 1 of 1 ▶ Last

	Entity	Project	*Begin Date	*End Date	Percent	*Fund Amt		
1	🔍	🔍	📅	📅			➕	➖

Tuition and Fee Reduction   Personalize | Find | View All | 🔃 | 🔢 First ◀ 1 of 1 ▶ Last

	Entity	Project	Semester	Status	Fund Amt		
1	🔍	🔍	▾	▾		➕	➖

Health Insurance   Personalize | Find | View All | 🔃 | 🔢 First ◀ 1 of 1 ▶ Last

	Entity	Project	Semester	Status	Fund Amt		
1	🔍	🔍	▾	▾		➕	➖

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☐ Optional Fee Package Checking this box indicates your understanding that the fees under
☐ Fall   this package are automatically pulled from your account.
☐ Spring

Helpful Tips and Noted Changes:

1. Please submit a completed Disclosure Statement to HR for hires at the same time you submit the GA Hire Form in HRMS. Disclosure Statements are needed for: brand new hires, hires to a new department and hires when there is a break in service. Current Disclosure Statements can be found on the HR website under the Forms (Employment) section.
2. Academic Home Dept ID is now a required field
3. Options for year codes are related to Fiscal Year and not Academic Year
4. Clarification of dates located under each boxed option; boxes are located in order related to current Fiscal Year (Do not use these dates as hire information – these are just for reference. Please use the dates specified in GA Hiring communication from Michele Peck or from the Graduate Education page)
5. Hours Taken box shows the hours the student is registered for based on the Year/Semester selection
   a. To complete a GA Hire, the student MUST be enrolled in classes in order to complete the form. If the student has registered for classes the same day, you will be able to process a GA Hire the following day, after an overnight feed.
6. Stipend Funding Information now matches and validates funding and dates – only valid accounts can be used to successfully complete a form
7. FTE max for GA has been increased to 19 hours per week or 0.475 FTE, however lower FTEs can be used if necessary.
8. Optional Fee Package boxes now have the option to select Fall/Spring or both semesters. Please note, marking these boxes indicates that the student has petitioned for the Optional Fee Package. It does not promise or award the student with the Optional Fee Package. The Optional Fee Package Petition Form must be submitted to the Registrar's Office (you need to verify this – form is signed by dept., so you should have a copy on file) in addition to marking the boxes on the GA Hire Form. Please remember, as stated, "Checking this box indicates your understanding that the fees under this package are automatically pulled from your account."
9. Stipend amount is total amount to be paid to GA for that period. For example, if a stipend amount of $28,150 is listed and it is noted the GA will be hired for the Fall and Spring semesters, Payroll will pay the appropriate monthly stipend. Additionally, the same applies for Summer GA Hires. If you would like to clarify payments, you can always make comments in the "Comment" section before submitting the GA Hire for approval.
   a. Please contact the Payroll Office for the correct stipend amount when hiring a GA mid-semester.
10. Are you hiring an international student? Then they will become an international employee – please mark this box if appropriate.

To easily see your departments GA Hire Forms entered and in progress, search by Department ID – type in department number and click 'Search' – ***Note the "Status" column on far right of the Search Results screen:

Search Results

View All   First ◀ 1-36 of 36 ▶ Last

GA Form ID	Last Name	First Name	Department	Fiscal Year	Status
36			24200	2015-2016	Initial
35			24200	2015-2016	Terminated
37			24200	2015-2016	Pending
16			24200	2015-2016	Pending
19			24200	2015-2016	Initial
40			24200	2015-2016	Pending
44			24200	2015-2016	Pending
38			24200	2015-2016	Terminated
39			24200	2015-2016	Initial
4			24200	2015-2016	Pending
3			24200	2015-2016	Approved
5			24200	2015-2016	Pending
1			24200	2015-2016	Approved
2			24200	2015-2016	Approved
8			24200	2015-2016	Initial
15			24200	2015-2016	Pending
6			24200	2015-2016	Pending
7			24200	2015-2016	Pending
76			24200	2015-2016	Approved
67			24200	2015-2016	Approved
77			24200	2015-2016	Approved
65			24200	2015-2016	Approved
66			24200	2015-2016	Approved
85			24200	2015-2016	Approved
88			24200	2015-2016	Pending
83			24200	2015-2016	Approved
84			24200	2015-2016	Approved
48			24200	2015-2016	Pending
47			24200	2015-2016	Terminated
53			24200	2015-2016	Pending
45			24200	2015-2016	Terminated
46			24200	2015-2016	Terminated
61			24200	2015-2016	Pending
64			24200	2015-2016	Pending
56			24200	2015-2016	Initial
57			24200	2015-2016	Initial

*General GA questions can be directed to Michele Peck at 766-6478

*HRMS and approval chain questions can be directed to Deborah Marutzky at 766-5612