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
PART ONE: Navigating to the online GA Hire pagepg.2
1. Log into PeopleSoft HRMS and navigate to the GA Hire page within Recruiting.
<ol> <li>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.</li> </ol>
3. Complete the boxes within the form as necessary and required.
4. Add comments and submit when ready.
PART TWO: Approving a GA Hire Formpg.4
<ol> <li>Navigate to the form by using the link within the auto-email, otherwise, you can go directly to the form via: Main Menu&gt;Recruiting&gt;GA Hires and search for the appropriate form.</li> </ol>
<ol> <li>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.</li> </ol>
PART THREE: Helpful Tips & Noted Changespg.6

#### Part 1: Filling out the Graduate Assistant Hire Form

#### PART A:

Health Insu

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
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Related Content 👻 🔝 New Window 🦩 Help

#### Graduate Assistant Hire Form Other documents that need to be completed prior to final approval are: - 19 - 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 Q Atmospheric Sciences \*Academic 24010 Atmospheric Sciences Home Dept ID \*Fiscal Year 2017-2018 Fall July/Aug Spring May/June 0 \*\*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 commencement\*\* 28150.00 0.4750 100.00 **Research %** Teaching % Non-Academic \*Stipend FTF % Amount Professional 🗏 International Employee 📝 Live and/or Work in WY \*Workers' • Comp Stipend Funding Categories 👔 AA Base Allocation AA URDM Grant Other **Stipend Funding Information** 2 Personalize | Find Percent Entity \*End Date \*Fund Amt Project Org \*Begin Date + -1 10009 0 0 31 31 Budget ID **Tuition and Fee** N AIL 🗖 L Personalize | Find | 1000955 1000960 Entity Semester Status Fund Amt 1000971 + 1 1000971A Q -0 • • 1000984

#### 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.

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Sa	ve 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.

Update Informa	View All	First I	1 of 2	Last	
Updated by	DRULF-A				
Last Updated	07/06/2016	3:57:12PM			

# **GA Hire Request**

a.

GA Hire Request
Approved       Pending       Not Routed <ul> <li>Deborah Maria Rulf Requester 07/06/16 - 3:57 PM</li> </ul> <u>Thomas R. Parish</u> Department Head <u>Deborah Maria Rulf</u> Requester 07/06/16 - 3:57 PM <u>Montage Approvers</u> Department Head
Deborah Maria Rulf at 07/06/16 - 3:57 PM Comments or notes you want to remain in the record
Approve Pushback Deny Restart
Comments Approver can type comments to add to record

## 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.

Other documents f	that need to be complete	d prior to final app	roval are:				
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- Work Authorizati	on						
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- Optional Fee Peti	tion, if it applies to the st	udent.					
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#### 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."
- 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.
- 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:

Favorites Main Menu > Recruiting > GA Hires      UW_GA_HIRE   Enter any information you have and click Search. Leave fields blank for a list of all values.   Find an Existing Value   Add a New Value   v Search Criteria   GA Form ID:    Alternate Employee ID:    Begins with v   Last Name:   begins with v   Case Sensitive	HRDEV	HRMS	ome   Worklist   Add to Favorites   Sign out
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# UW PEOPLESOFT TRAINING SCRIPT

# Search Results

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GA Form ID	Last Name	First Name	Department	Fisca	al Year	Status	
36			24200	2015	-2016	Initial	
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<u>57</u>			24200	<u>2015</u>	<u>-2016</u>	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