Graduate Assistant New Hire Process

Graduate Assistant hiring is in full swing. Human Resources, in cooperation with the GA Hire Task Force, would like to remind the campus community of related deadlines and processes. The Graduate Assistant start date is **August 27th, 2019** and it is important that we have all GA hires completed in HCM by **August 23rd, 2019** to ensure employee’s access to systems, a guaranteed paycheck in September and appropriate time to complete required trainings. This summer, the Graduate Assistant hiring process was revised and two different processes formed: one for new hires and one for rehires. Information relating to deadlines for each process is outlined below.

**Graduate Assistant Rehires**

Graduate Assistant rehires are moving through the process previously discussed at the deep-dive. Departments that completed the rehire spreadsheet and submitted it by the noted deadline of August 9th, 2019 is currently in process.

**New Graduate Assistant Hires**

The revised, expedited GA hire process is outlined below. Please review the process below to ensure timely completion and ensure those responsibilities highlighted in yellow are being managed by the departments. It is recommended departments complete these processes as soon as possible so that Graduate Assistants can be fully processed in the system before their August 27 start date.

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**DHRs, Business Managers and departments, please be aware that HR is posting approved GA Requisitions as quickly as possible and sending out the posting communication to the noted Hiring Managers and Hiring Manager Assistants with the direct URL for the candidate to apply (Step 3 in the above process). As a reminder, it is the responsibility of the department to ensure the candidate applies for the noted requisition in a timely manner. Upon application, the department is required to edit the candidate information to include GA stipend, W#, enrollment term and hire dates. TIP: Please ensure the W# is listed with a capital “W” along with the 8 digit numerical value – EXAMPLE: W01234567. If the W# is entered incorrectly, the Banner check will NOT run. Once saved, please remember to change/update the candidate’s status from “Under Review – Hiring Manager” to “GA Pre Screen” to kick off the Banner Eligibility Check. Upon the eligibility check, the system will auto-update the status necessary to pass the information along to Graduate Education for further review and approval.

For reference, the status of over 100 requisitions is currently “Under Review – Hiring Manager”, which requires attention from the departments, Hiring Managers and/or Hiring Manager Assistants. Please be sure to check requisitions that you own to ensure the appropriate information has been entered and statuses have been updated to progress the hire through the process. Questions or concerns about the hire process can be directed to Human Resources at 307-766-2377 or drulf@uwyo.edu.