

**Fall 2019
Graduate Assistant
Hiring Process**

*THE WORLD NEEDS
MORE COWBOYS.*

Agenda

- Objective for the GA Task Force
- Categories of Graduate Assistants
- Graduate Assistant New Hire Process
- Fall 2019 Graduate Assistant New Hire Timeline
- Graduate Assistant Rehire Process
- Fall 2019 Graduate Assistant Rehire Timeline



Objective for the GA Task Force

- **Create a more efficient plan for hiring and rehiring Graduate Assistants for the 2019-2020 Academic Year.**
 - This plan is for the Fall 2019 Graduate Assistant hire process. More information will be shared for future semesters.
- **Previously, Graduate Assistants were terminated and rehired up to 3 times a year which caused:**
 - A need to create approximately 900 hiring requisitions per each term/rehire cycle.
 - Additional workload for employees throughout campus.
- **Proposed pilot program allows for 2 processes based on the category of the Graduate Assistant:**
 1. **New Hire:** 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.
 2. **Rehire:** A rehire report, that will be shared with Dean/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.

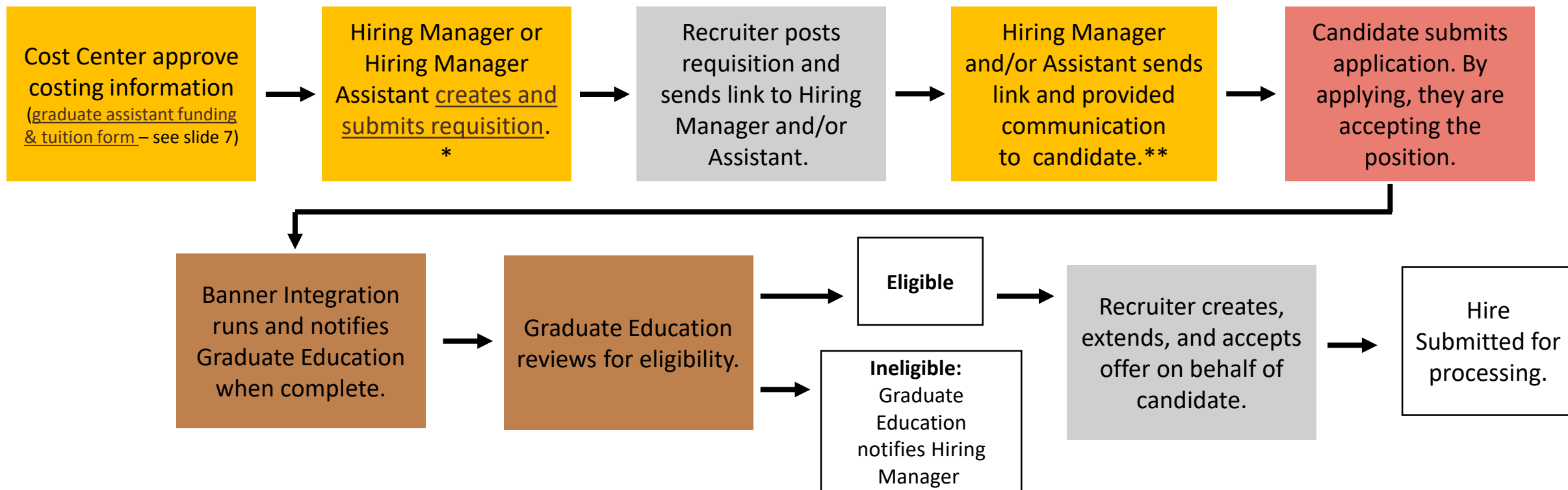
Categories of Graduate Assistants

- **New Hire Process**
 - Net New Graduate Assistants
- **Rehire Process**
 - Termed Graduate Assistants from Academic Year 2018-2019
 - Termed in May, June, or July 2019
 - Current Graduate Assistants
 - Summer/Not Termed from Spring 2019



NEW HIRE PROCESS

Graduate Assistant New Hire Process



*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.

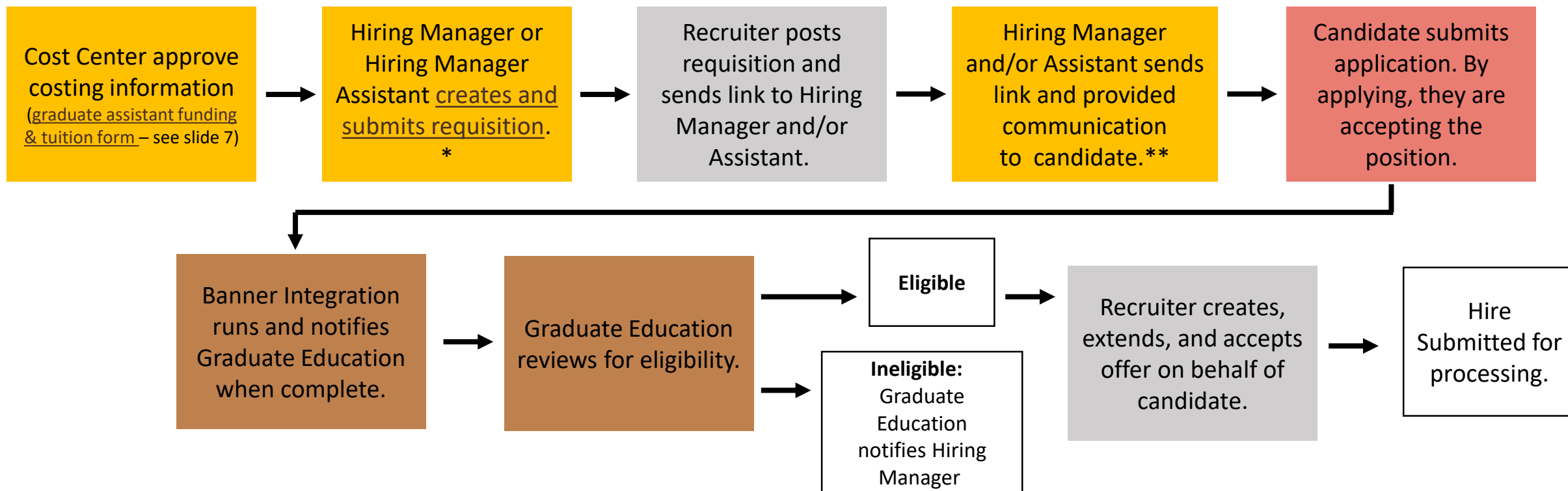
Department	Human Resources	Candidate	Graduate Education
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Graduate Assistant Funding & Tuition Form

Graduate Assistant Funding and Fees Designation Form				
Fall/Spring 2019-2020 (202010-202020)				
THIS IS A:	<input type="checkbox"/> New account	<input type="checkbox"/> Change in account/funding	<input type="checkbox"/> Change in Hours	<input type="checkbox"/> Other: _____
W Number	Person Number	Last Name	First Name	Middle Name
W _____	_____	_____	_____	_____
Date	College	Department	Completed By	Phone
_____	_____	_____	_____	_____
Complete one form per person, per transaction.				
STIPEND SOURCE	<input type="checkbox"/> Acad Affairs Base <input type="checkbox"/> (URDM)Mentoring <input type="checkbox"/> Dept/Other: _____ <input type="checkbox"/> AA LIFE <input type="checkbox"/> (URDM)WGE - Women in Grad Ed		<input type="checkbox"/> 1/2 GA <input type="checkbox"/> Full GA <input type="checkbox"/> Other _____	
SOURCE OF FUNDS FOR TUITION AND FEE REDUCTION				
Account Number(s)/Grant ID(s) – Program and special course fees are covered for all AA/Grad Ed state funded GAs – New 2015-16		Amount(s)	Credit Hours	Remarks
Fall (202010) – For changes ONLY, insert old account used and type "old" next to it / insert new account to be used and type "new" next to it. If using same acct. string, disregard. _____ _____ _____		Other _____ Half GA - Up to 5 Credits Full GA - Up to 9 Credits	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Optional Fee Package \$361.65 _____
Spring (202020) _____ _____ _____		Other _____ Half GA - Up to 5 Credits Full GA - Up to 9 Credits	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Optional Fee Package \$361.65 _____
SOURCE OF FUNDS FOR HEALTH INSURANCE, DEPARTMENTAL, OR OTHER FEES		List all		
Account Number(s)/Grant ID(s)		Amount(s)	Remarks	
Fall (202010) _____ _____ _____		Domestic <input type="checkbox"/> Fall \$ Other \$ _____ Other \$ _____	International <input type="checkbox"/> Fall \$ _____	
Spring (202020) _____ _____ _____		Domestic <input type="checkbox"/> Spring \$ Other \$ _____ Other \$ _____	International <input type="checkbox"/> Spring \$ _____	

Graduate Assistant
Funding & Tuition Form
can be found on the
Payroll website at the
following URL:
[http://www.uwyo.edu/
administration/payroll/](http://www.uwyo.edu/administration/payroll/)

Graduate Assistant New Hire Process



*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.

Department	Human Resources	Candidate	Graduate Education
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Graduate Assistant Timeline for New Hires

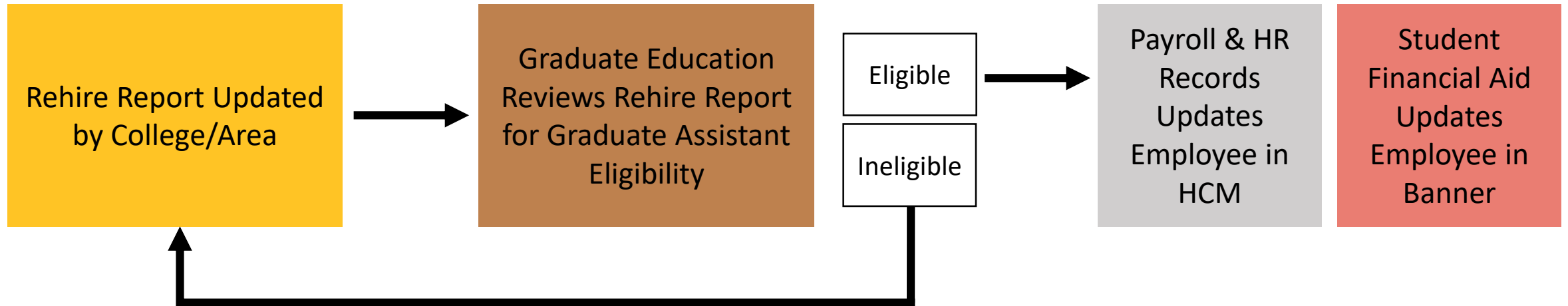
Date	Task
Tuesday, July 30 th	Start creating requisitions in Taleo Recruiting.
Friday, August 16 th	Preferred deadline for creating and submitting requisitions for Graduate Assistants to have access by the first working day and receive September pay.
Tuesday, August 27 th	<ul style="list-style-type: none">• 1st Graduate Assistant working day• Last day to submit a requisition for September pay. If submitted after this date, Graduate Assistants may not receive compensation in September.• If a requisition is submitted on this day, the Graduate Assistant will not have access to any UW systems until they are through the hire process.

REHIRE PROCESS:

For Fall 2019

- Termed Graduate Assistants
from Academic Year 2018-2019
- Current Graduate Assistants
(Summer / Not Termed from
Spring 2019)

Graduate Assistant Rehire Process



Department

Graduate Education

Human Resources

Student Financial Aid

Dean's/Business Office Completes GA Rehire Report

Rehire Report Guidelines

- **Dean's/Business Office is responsible for coordinating this effort and ensuring the spreadsheet is completed by August 9th.**
 - If not complete by August 9th, then the new hire process must be followed in the Recruiting system.
- **Update the spreadsheet in SharePoint.**
 - Do **not** send the completed spreadsheet to Graduate Education directly. Spreadsheet will be locked at 5:00 p.m. on August 9th.
- **Review the information on the spreadsheet with your unit.**
 - If you don't plan on rehiring, mark the GA as *No* in the *Rehire* column.
- **If you desire to rehire a GA that was previously in a different department:**
 - Confirm with that department whether they wish to rehire or not.
 - Once confirming, put a "Yes" in the second row in the rehire column and fill out the information
- **If you are rehiring for the full academic year, select academic year, but know that you will need to submit a new Graduate Assistant Tuition & Fees Costing form for any changes.**

Dean's/Business Office Point Person

Organizations	Point Person
00011-00021 (President's Office)	Melanie Drever
10001-10301, 11041, 15114 (Provost Area/Academic Affairs)	Abbie Connally
10401 (Haub)	Kimberly Messersmith
10504 & 11001 (SER & EORI)	Rachel Ferrell
12001-12211 & 90301 (Ag)	Cath Harris
13001-13404 (A&S)	Laurie Sanchez
14001-14104 (Business)	Karen Rhodine
15001-15113 (Education)	Kimberly Montez

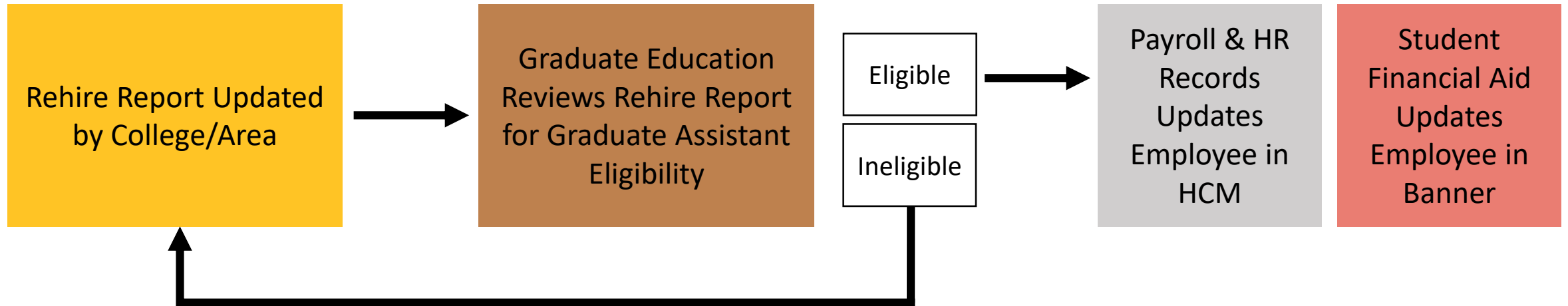
Organizations	Point Person
16001-16107 (Engineering)	Megan Barber
17007-17201 (HS)	Jill Jensen
18001-18003 (Law)	Laurie Kempert
19001-19003 (Libraries)	Laurie Mendick
20001-26701 (Administration)	Melanie Drever
30001-33011 (Student Affairs)	Jami Miller
40006, 70001-700016, 13402 (Research)	Mandi Larson
90001-90257 (Athletics)	Rachael Hulet

Rehire Report Review

COMPLETED BY	REHIRE	NAME	W #	PERSON NUMBER
		Cross,Allison Hunter	W09708687	121615
		Cross,Allison Hunter	W09708687	121615
		Cross,Allison Hunter	W09708687	121615
		Cross,Allison Hunter	W09708687	121615
		Cross,Allison Hunter	W09708687	121615
		Cross,Allison Hunter	W09708687	121615
		Mullen,Conor S.	W01493613	95843
		Mullen,Conor S.	W01493613	95843
		Mullen,Conor S.	W01493613	95843
		Mullen,Conor S.	W01493613	95843
		Mullen,Conor S.	W01493613	95843
		Mullen,Conor S.	W01493613	95843
		Roberts,Olivia Jean	W08211940	122014
		Roberts,Olivia Jean	W08211940	122014
		Roberts,Olivia Jean	W08211940	122014
		Roberts,Olivia Jean	W08211940	122014
		Roberts,Olivia Jean	W08211940	122014
		Roberts,Olivia Jean	W08211940	122014
		Bohl, Aaron	W09702100	118716
		Bohl, Aaron	W09702100	118716
		Bohl, Aaron	W09702100	118716
		Bohl, Aaron	W09702100	118716
		Bohl, Aaron	W09702100	118716

Please Note: This spreadsheet should only be completed by the Dean's/Business Office.

Graduate Assistant Rehire Process



Department

Graduate Education

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Graduate Education Reviews for Eligibility

Graduate Education will utilize the GA Rehire Report and a Banner report to review eligibility.

For a Graduate Assistant to be academically eligible, they must meet the following requirements:

- Be enrolled full time
- Meet the minimum GPA
- Have made acceptable academic progress on their degree in the prior semester

If a Graduate Assistant does not meet the eligibility requirements by noted deadline (next slide):

- They will not be rehired.
- If active in HCM, HR Records will terminate the Graduate Assistant.
- Graduate Education will contact Dean's/Business Office if a student is not eligible.

If a Graduate Assistant meets the eligibility requirements:

- HR Records will create a new assignment in HCM.
- Graduate Education will also notify Student Financial Aid and Payroll to make the necessary updates.

Graduate Assistant Timeline for Rehires

Date	Task
August 9 th	Rehire Report completed in SharePoint
August 12 th	Eligibility Check #1: <ul style="list-style-type: none">• Graduate Education to contact Dean's/Business Office regarding those that do not meet eligibility requirements.• Graduate Education will contact HR/Payroll to process all the GAs that were noted not to be rehired.• Graduate Education will contact HR/Payroll/SFA to process all the GAs that are eligible and noted to be rehired.
August 16 th	Eligibility Check #2: <ul style="list-style-type: none">• Graduate Education to contact Dean's/Business Office regarding those that do not meet eligibility requirements.• Graduate Education works with HR Records to terminate Graduate Assistants who don't meet the criteria• Graduate Education will contact HR/Payroll/SFA to process all the GAs that are eligible and noted to be rehired.

Graduate Assistant Timeline for Rehires

Date	Task
August 23 rd	<p>Final Day to process rehires from the GA Rehire Report Eligibility Check #3:</p> <ul style="list-style-type: none">• Graduate Education to contact Dean's/Business Office regarding those that do not meet eligibility requirements, noting they will be termed.• Graduate Education works with HR Records to terminate Graduate Assistants who don't meet the criteria.• Graduate Education will contact HR Records/Payroll/Student Financial Aid to process all the Graduate Assistants that are eligible and noted to be rehired (became eligible before August 23rd).
August 24 th	<ul style="list-style-type: none">• All Graduate Assistants as of this date that need to be rehired will need to go through the HCM Recruiting system.
August 27 th	<p>1st Graduate Assistant working day Graduate Education will re-post the Graduate Assistant rehire report on SharePoint.</p>

Graduate Education Reminders & Resource

Webpage:

- [Graduate Education](#)

Policies:

- [Graduate Education Policies](#)
 - [Graduate Fellowships and Assistantships](#)

Memos:

- [Graduate Student Timely Registration](#)
- [Hiring of Graduate Administrative Assistant's Memo](#)
- [Oral Proficiency Interview by Computer Requirement for International Graduate Teaching Assistants](#)

ADDITIONAL QUESTIONS

If you have additional questions,
please contact:

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