

# UAccess Employee

# Hiring Request: Graduate Assistant-Associate

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## Hiring Graduate Assistant-Associate

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Record of Changes							
Date Version # Description							
08/12/2013	1.00	DRAFT					
11.22.2016	1.01	Updated to reflect the merger of Systems Control with HR. added Resources page, added flowchart and checklist as appendix A and B					



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#### Resources

All of the materials covered in the workbook are also covered in the online tutorials (http://employee.tutorials.arizona.edu). Feel free to review those tutorials if you need a refresher.

And you are welcome to ask questions in the UAccess Employee group on the UAccess Community at <u>http://community.uaccess.arizona.edu</u>.

- UAccess Employee Resource page on UAccess Community: <u>http://community.uaccess.arizona.edu/uaccess-employee-resources</u> (These resources include an Electronic I-9 Quick Reference Guide, Flowchart, FAQs, and Panopto Video Recording)
- Workforce Systems' website: <u>http://hr.arizona.edu/workforce-systems</u>
- Human Resources policies: <u>http://policy.arizona.edu/</u>
- Graduate College (<u>http://grad.arizona.edu/funding/ga</u>)



## **Hiring Graduate Assistant-Associate**

#### Hiring Graduate Assistant-Associate

#### Procedure

In this tutorial, you will initiate and submit a Hiring Request form to hire a Graduate Assistant/Associate.

Steps for submitting a hiring request for a Graduate Assistant/Associate are similar to those for submitting a hiring request for a classified staff; therefore this tutorial focuses on the steps that differ.

If you need to review the basics on how to complete a hiring request, please review the Manager Self Service > Employment and Jobs > Hiring Students & Graduate Students > Hiring a UofA Student tutorial.

**Note:** Remember that currently you cannot use the Additional Job process for Classified, Grads, or Faculty/Appointed. Instead you must submit a PAF for the hire and a Position Distribution Request for any funding changes. There are also a variety of required attachments. Be sure to review the New Hire Process Checklist (http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess Employee New Hire Process Checklist.pdf) (Appendix B).

Step	Action
1.	To navigate to the Hiring Request form, go to NavBar > Navigator > Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire.
	<b>Note:</b> You can also use the MSS WorkCenter & Approvals tile located on the UA Manager Self Service Home Page.
	Click the Initiate Hiring Request option.  Initiate Hiring Request
2.	It is best to search using the eight-digit Student ID and/or EmpIID number (these two numbers should be interchangeable).
	Enter "01626001" in the Emplid field.
3.	The screen refreshes once you click the tab key on your keyboard.
	Press <b>[Tab]</b> .
4.	Click the <b>Continue</b> button.

# Training Guide Hiring Graduate Assistant-Associate



Step	Action
5.	There are a variety of eligibility policies (like Visa status and Graduate admission) for employment at the University of Arizona. Be sure you are aware of these. Policy details for all hires can be found on the Human Resources (http://policy.arizona.edu) and the Graduate College (http://grad.arizona.edu/funding/ga) websites. Departments are responsible for confirming employment eligibility for all hires.
	<b>Note:</b> This form does not check against DCC status. DCC relationships will delay new hire processing if not ended prior to new hire start date. This is not automatic and requires action by the DCC department. Click the <b>New Hire Type</b> drop-down list.

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Hiring Requ	est				
Empl/Person ID: New Hire Type:	01626001				
	Classified Staff Faculty/Appointed Graduate Assistant/Associate Student - Post Secondary Student - UofA		Cancel		

Step	Action
6.	Click the Graduate Assistant/Associate list item. Graduate Assistant/Associate
7.	Click the <b>Continue</b> button.



Step	Action
8.	Remember, the <b>Start Date</b> you enter must be greater than or equal to the date the candidate completes the I-9 form.
	Enter "8.19.13" in the Start Date field.
9.	There are several specific employment eligibility requirements for GA positions. The form will check against Graduate admission records when you choose the Graduate Assistant/Associate option. The application will display an error if the graduate does not meet this basic employment requirement. <i>Note:</i> This form does not check other eligibility requirements including current active enrollment and current course load. Departments are responsible for confirming employment eligibility for all hires. Click the Continue button. Continue >>>

UAd	ccess Employee
Favorites	Main Menu $>$ Manager Self Service $>$ MSS Online Forms $>$ MSS WorkCenter Start Page $>$ Required to the second
	Invalid for Grad Hire
	Message Ref: 20035, 91
	The combination of emplid and start date do not meet the criteria for a grad hire.
	Continue >>>
_	
•	

Step	Action
10.	<b>Note:</b> Here is an example of the error message for training purposes. If you see this message, it means the grad student is not properly enrolled for the time period indicated by the start date you entered.
	Fortunately, the Grad you are hiring for this tutorial is eligible. So now that you've seen what the error message looks like, continue on with the tutorial.



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Step	Action
11.	Remember to get a good email address for the new hire. This email address will be used to communicate with them to let them know when they need to fill out their hiring forms. The candidate must understand failure to respond will halt the hiring process.
	<b>Note:</b> For details on how to complete the Personal Data section, please refer to the Manager Self Service > Employment and Jobs > Hiring Students & Graduate Students > Hiring a UofA Student tutorial.
12.	Most of the steps for completing the <b>Position Information</b> section have been completed for you.
13.	The one field specific to hiring Grads is <b>Grad Level</b> . It is not required by the U of A, but may be needed by department/college approvers to verify salary rates.
	<i>Note:</i> Please contact the Graduate College for details. (Julie Treanor - email: jtreanor@grad.arizona.edu)
	Click the <b>Grad Level</b> drop-down list.



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	Hire Type: 0 Transaction: 4 Empl ID: 0 * Start Date: 0	iraduate Assistant/Associate 127787 1626001 8/19/2013	Transaction Status: Not Submitted	
	Personal Data			
	* First Name:	Stella	Gender: Female	
	Middle Name:		* Date of Birth: 02/16/1989	
	* Last Name:	Bella		
	* Is the person	a US Citizen or Permanent Resident?	● Yes C No	
	* Select:	Citizen C Perm Resident		
	* Personal Ema	stella@email.arizona.edu		
	UA Directory F	hone:		
	Position Informa	ation		
	* Position:	Grad Assistant I	Max Head Count: 1 Position Cross-Reference	
	* Dept:	Grad Assistant II	Incumbent Count: 0 Request Position Distribution Change	
	* ABOR Code:	Grad Assistant III Grad Assistant IV	Request Create/Modify Position	
	Posn Type Cd	Grad Assistant V	* Class Indc: Graduate Assistants/Associates	
	* Alternate Title:	Grad Associate I Grad Associate II		
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	* UA Title:	Grad Associate V		
	Grad Level:	<b>_</b>		
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	Supervisor:		Time Approver:	
	Expor	t Controlled Position: Security	y Sensitive Position: Risk Management Position: <u>View Details</u>	-

Step	Action
14.	Choose the appropriate option for your Grad position. In this case, you will choose <b>Grad Associate I</b> .
	Click the Grad Associate I list item.
	Grad Associate I
15.	There are limitations to setting the FTE of GAs. Be sure you are aware of these. Policy details for Employment Status and Limitations ( <u>http://grad.arizona.edu/funding/ga/appointment-periods-and-fte-information</u> ) can be found on the Graduate College website.
16.	Click the scrollbar.
17.	In this example, the steps for entering the <b>Comp Rate</b> have been completed for you. Remember, this rate is the annualized Academic or Fiscal rate. For details on this field, please review the <i>Manager Self Service</i> > <i>Employment and Jobs</i> > <i>Hiring Students &amp; Graduate Students</i> > <i>Hiring a</i>
	UotA Student tutorial.
18.	You do not set the <b>Rate Code</b> for GAs. The application sets this code for you once you choose a <b>Contract Type</b> .

## Training Guide Hiring Graduate Assistant-Associate



Step	Action
19.	The options in the <b>Additional Employment Information</b> section are specific to GA positions.
	You must indicate if the contract type is <b>Academic</b> or <b>Fiscal</b> .
	Click the <b>Academic</b> option.

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Compensation											
* Comp Rate 3083	1.00	* Rate Co	ode: SAL9	Academic	)						
Additional Employmen	t Informatio	n									
* Contract Type		* Contract Pe	riod								
Academic O Fis	cal	O Spring C	Fall C Full Year								
Does this New Hire n	quire a cor	ntract rate adjus	tment? C Yes 🖲 No								
Additional Titles (Clique)	k Triangle t	o Expand/Collaps	se)								
Position Distribution (	is of Start D	)ate)									
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Step	Action
20.	Notice the Rate Code now displays SAL9 Academic.
21.	And you must choose a <b>Contract Period</b> . Click the <b>Fall</b> option.
22.	You have the option to ask for a contract rate adjustment.
23.	GAs can have additional titles. The area to enter data on the additional titles is collapsed by default. Click the <b>Expand section</b> button.



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	* Com	p Rate	30839	9.00	* Rate Cod	e: SAL9		Academic								
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			By clicki	na this box	vou are confirming	that you hay	e attached	all required	documer	ntation as I	isted abo	ive.				
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Step	Action
24.	The magnifying glass next to each field will guide you through the available options.
	The <b>Deptid</b> field is used to identify the department responsible for the additional title. The department you enter will then be included in the approval path for this hiring request.
-	The ABOR Code is driven by the UA Title Cd.
25.	Click the Collapse section button.
26.	An <b>Expected End Date</b> is required for Graduate Hires and is automatically established for you based on contract type, contract period, and if applicable, the visa expiration date.
27.	You must indicate the Expected End Date Reason.
	Click the <b>Expected End Dt Reason</b> drop-down list.

## Training Guide Hiring Graduate Assistant-Associate



UAccess EMPLOYEE HRCNV   Workdist	Add to Favorites   Sign out
Favorites Main Menu > Manager Self Service > MSS Online Forms > MSS WorkCenter Start Page > Request New Hire	
Export Controlled Position: Security Sensitive Position: Risk Management Position: View Details	-
Comp Pate 30839.00 * Pate Code: SALD Academic	
Additional Employment Information	
Contract Type Contract Period Cademic Ofiscal O Spring O Fall O Full Year	_
Does this New Hire require a contract rate adjustment? 🔿 Yes 💿 No	
Additional Titles (Click Triangle to Expand/Collapse)	
Position Distribution (as of Start Date)	
FY Erned Chart Acct Acct Title Sub-Acct Sub-Obit Project CA Deptid Dist ?	6
2013 UA 1111550 INST: COS-MATH 0430 100.000	
Expected End Date Information (if applicable)	
Expected End Date: 01/05/2014 Expected End Dt Reason:	٦
Expiring Visa Status	
Short Wk Break-Summ Unkwn Rtrn	
Submitted By:	
Submitted Dt:	
	_
The following documents are required attachments:	
Copy of Notice of Appointment and Offer Letter	
By clicking this box you are confirming that you have attached all required documentation as listed above.	
Attach documents here	
Attachments Personalize   Find   View All   💆   🎬 First 🚺 1 of 1 🔯 Last	
View Attachment Description Attached File	
C View Attachment	
Add Attachment     Delete Attachment	
	•

Step	Action
28.	Choose the appropriate reason for your situation.
	Click the Short Wk Break-Fall/Fiscal list item.
	Short Wk Break-Fall/Fiscal
29.	Remember, you are required to attach a copy of the signed offer letter for all Graduate hires. In addition to attaching any required documentation, you must also select the checkbox above the attachments links to indicate that you have done so. In this example, a sample document has been attached for you.
30.	Click the scrollbar.
31.	You may want to review the information one last time before you submit the request for approval. Click the <b>Submit</b> button.
32.	Click the scrollbar.



Access EMPLO	YEE		HRCNV	Worklist    Ade	d to Favorites	Sign out
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Expected End Date Information (	li applicable)		Short Wk Break Fall/Fisc	al		
Expected End Date: 01/05/2	314	Expected End Dt Reaso	n: Short Vik Break-I alimise			
Request Comments (200	0 char)					
Submitted By: Catherin	e Zavala	Last Updated By:	Catherine Zavala			
Submitted Dt: 06/24/20	13 1:43PM	Last Updated:	06/24/2013 1:43:50.00000	OPM		
The following documents are Conv of Notice of Appointment	e required attachments:					
By clicking this bo	« you are confirming that you	have attached all required doci	imentation as listed above.			
Attach documents h	ere					
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- Nr	HR Dept Approver	- NH College Hex2 Approver	- NH Systems Con	troi Approver		
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Step	Action
33.	Notice that the college is included in the approval path for this transaction. This is because the college has been provisioned with the New Hire-Flex approver role. This is not the default provisioning and must be requested through the UAccess Access Provisioning tool.
34.	You have successfully completed the tutorial for hiring a graduate assistant/associate. End of Procedure.





### Appendix A: New Hire Process Flowchart (Grad & Undergrad)



updated 07.10.2014 v.1.05





#### Appendix B: New Hire Process Checklist – All Classifications

- □ Business Office informed of the need for a new or replacement position
- □ Available budget confirmed
  - Use Budget Office web site (account # needed)
- □ Identify PCN
  - Use Position Cross Reference in UAccess Employee or Vacant Position report in UAccess Analytics (Business Manager Home Page)
  - □ Make sure PCN is actively funded
    - Use Position Distribution Request form
  - □ Time Approver assigned to PCN
    - Use Modify/Create Position Request form
  - Position Management questions answered
    - Use Modify/Create Position Request form
  - □ PCN Set-up for Work Study (undergrad student hires only)
    - Use Modify/Create Position Request form
- D Publicize employment opportunity in appropriate locations
  - Career Track faculty, appointed, and classified
    - Make note of Career Track job number for future use
  - Wildcat Job Link grad assistant/associate
- □ Verify employment eligibility (FTE, DCC status, visa status, class enrollment for grad/undergrad student hires)
- □ Offer letter created
  - Use RPO for offer letters to applicable faculty/appt
  - Template on HR website for all others
  - □ Offer letter approvals
    - Department approval(s)
    - □ College approval (if applicable)
    - □ Provost (if applicable)
    - □ Other position specific approvals
  - □ Offer letter accepted
    - Signed offer letter returned from pending hire (includes grads)
- □ Initiator completes and submits New Hire Request Form
  - Required attachments: Signed offer letter (includes grads), application (excludes grads and undergrad students), resume'/CV (if required in Career Track), if a non- competitive hire, then attach all required documents stated in the Noncompetitive Selection Policy (<u>http://policy.arizona.edu/human-resources/noncompetitive-selection</u>)
  - Requires Career Track job number (excludes grads and undergrad students)
  - Submitted request triggers electronic I-9 unless Remote I-9 box is checked on form
- Pending hire completes hiring forms in UAccess Employee (New Employee Work Center)
  - Completed forms trigger final approval by Systems Control
  - Completed Electronic I-9 routes separately for approval and E-Verification *Note:* Systems Control must have the original I-9 and copies of the supporting documentation for this final approval.
- □ New hire accepts contract in UAccess Employee (Does not include undergrad students or classified staff)

