

UAccess EMPLOYEE

Hiring Request: Graduate
Assistant-Associate

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 <http://community.uaccess.arizona.edu>.

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

Hiring Graduate Assistant-Associate

Hiring Graduate Assistant-Associate


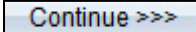
Procedure


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

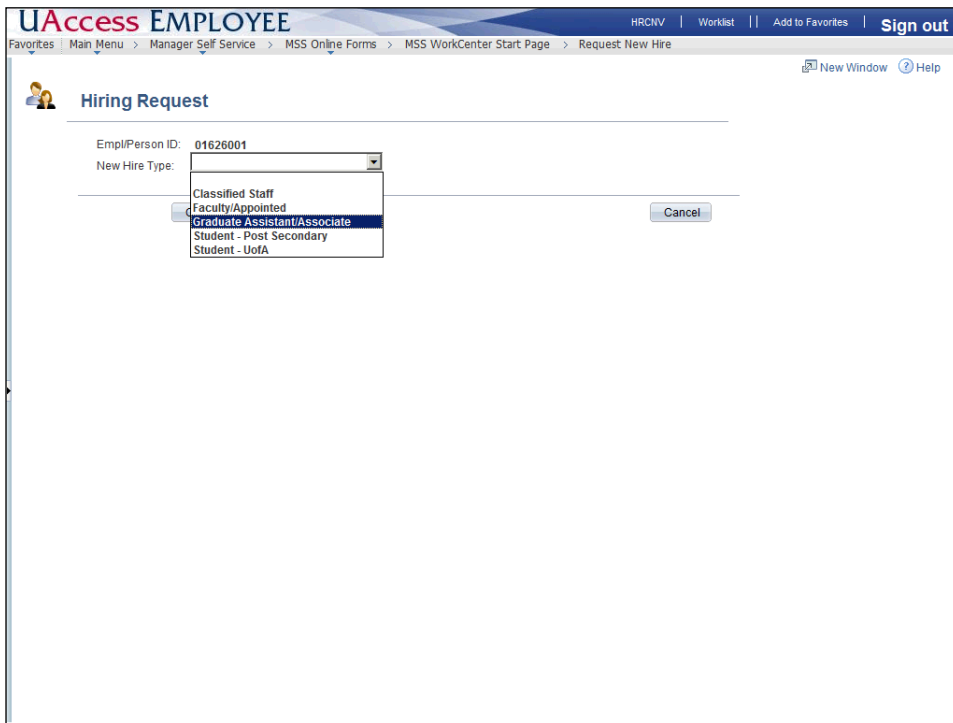
Steps for submitting a hiring request for a Graduate Assistant/Associate are similar to those for submitting a hiring request for a classified staff; therefore this tutorial focuses on the steps that differ.

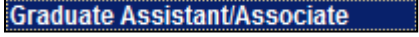
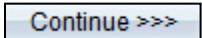
If you need to review the basics on how to complete a hiring request, please review the *Manager Self Service > Employment and Jobs > Hiring Students & Graduate Students > Hiring a UofA Student* tutorial.

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 . Note: You can also use the MSS WorkCenter & Approvals tile located on the UA Manager Self Service Home Page. Click the Initiate Hiring Request option. 
2.	It is best to search using the eight-digit Student ID and/or EmplID 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 [Tab] .
4.	Click the Continue button. 

Step	Action
5.	<p>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.</p> <p>Note: <i>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.</i></p> <p>Click the New Hire Type drop-down list.</p> 

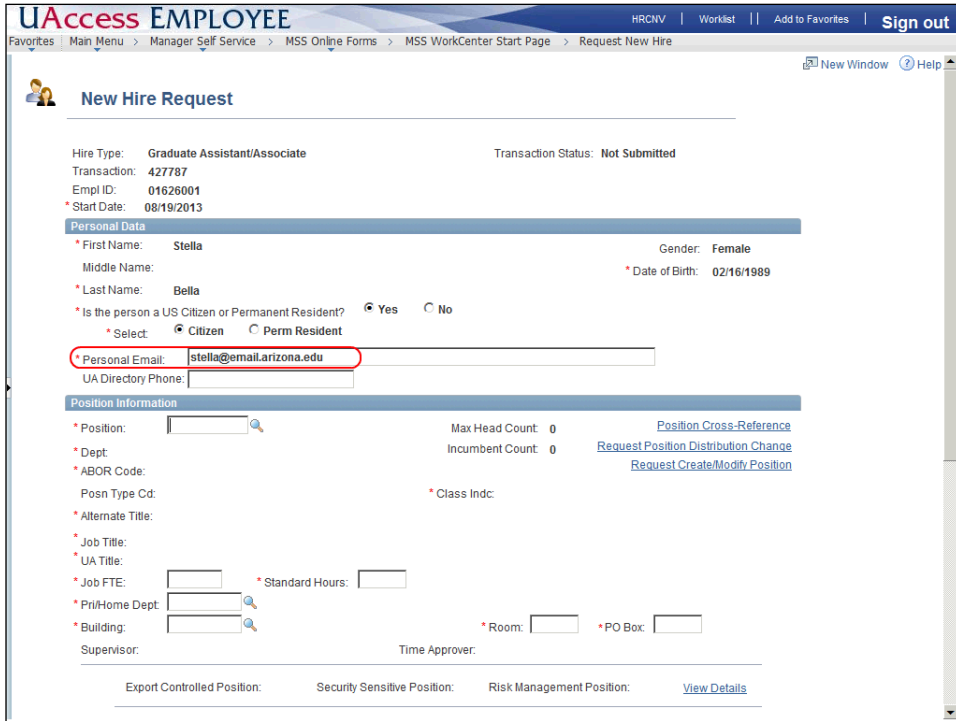



Step	Action
6.	<p>Click the Graduate Assistant/Associate list item.</p> 
7.	<p>Click the Continue button.</p> 

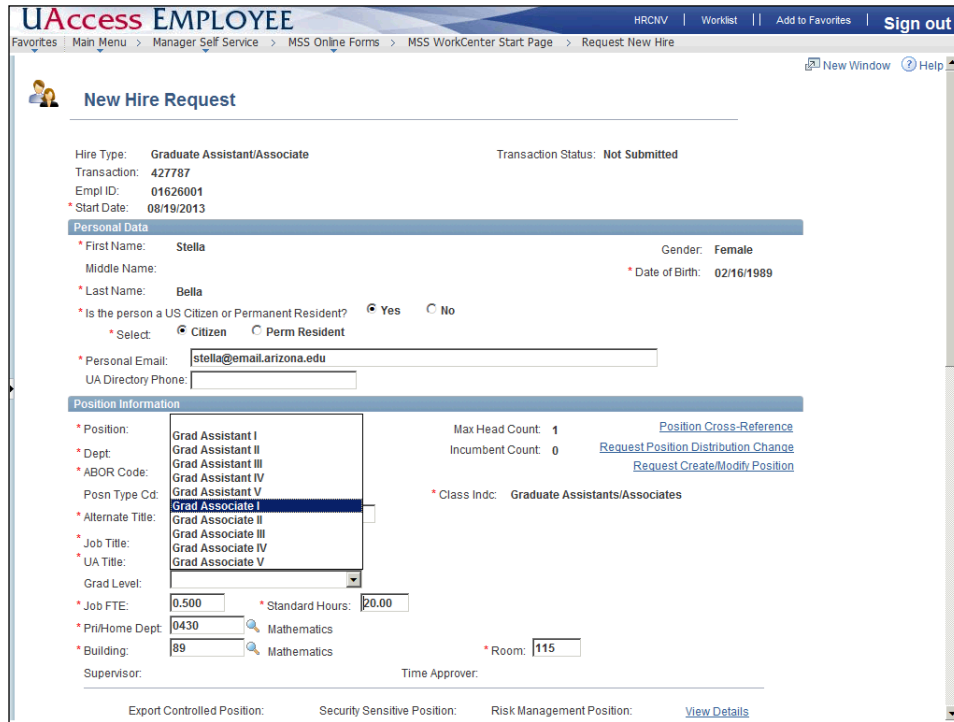
Step	Action
8.	<p>Remember, the Start Date you enter must be greater than or equal to the date the candidate completes the I-9 form.</p> <p>Enter "8.19.13" in the Start Date field.</p>
9.	<p>There are several specific employment eligibility requirements for GA positions. The form will check against Graduate 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.</p> <p><i>Note: 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.</i></p> <p>Click the Continue button.</p> <p><input type="button" value="Continue >>>"/></p>



Step	Action
10.	<p><i>Note: 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.</i></p> <p><i>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.</i></p>



Step	Action
11.	<p>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.</p> <p>Note: For details on how to complete the <i>Personal Data</i> section, please refer to the <i>Manager Self Service > Employment and Jobs > Hiring Students & Graduate Students > Hiring a UofA Student</i> tutorial.</p>
12.	<p>Most of the steps for completing the Position Information section have been completed for you.</p>
13.	<p>The one field specific to hiring Grads is Grad Level. It is not required by the U of A, but may be needed by department/college approvers to verify salary rates.</p> <p>Note: Please contact the Graduate College for details. (Julie Treanor - email: jtreaenor@grad.arizona.edu)</p> <p>Click the Grad Level drop-down list.</p> 




UAccess EMPLOYEE | HRCINV | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu | Manager Self Service | MSS Online Forms | MSS WorkCenter Start Page | Request: New Hire


New Hire Request
 Hire Type: Graduate Assistant/Associate | Transaction Status: Not Submitted
 Transaction: 427787
 Empl ID: 01626001
 * Start Date: 08/19/2013

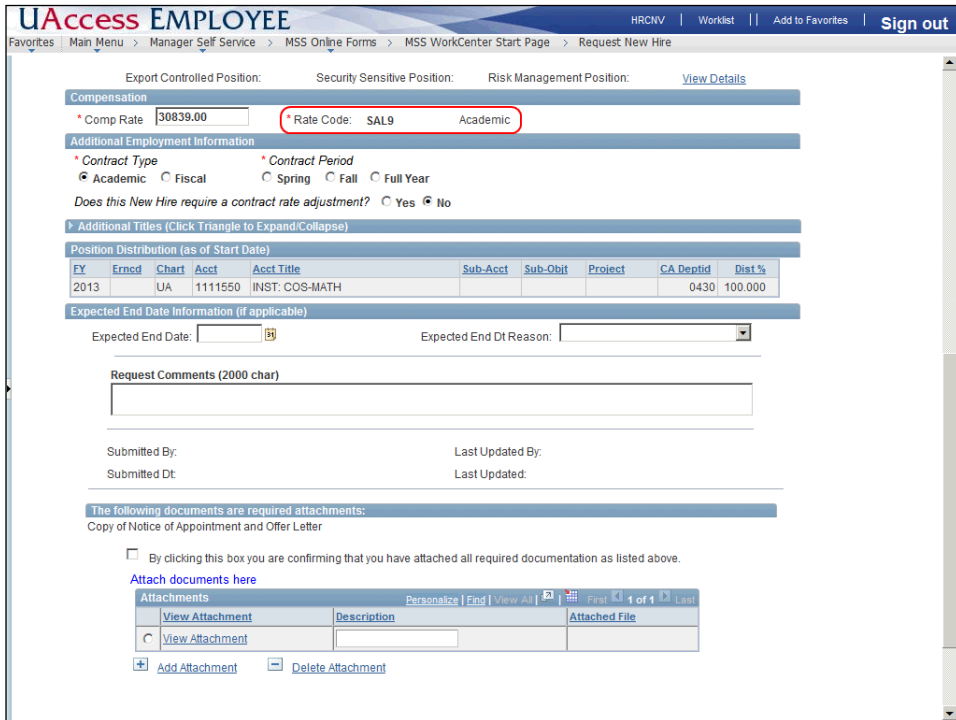
Personal Data
 * First Name: Stella | Gender: Female
 Middle Name: | Date of Birth: 02/16/1989
 * Last Name: Bella
 * Is the person a US Citizen or Permanent Resident? Yes No
 * Select: Citizen Perm Resident
 * Personal Email: stella@email.arizona.edu
 UA Directory Phone:

Position Information
 * Position: Grad Assistant I | Max Head Count: 1 | [Position Cross-Reference](#)
 * Dept: | Incumbent Count: 0 | [Request Position Distribution Change](#)
 * ABOR Code: | [Request Create/Modify Position](#)
 Posn Type Cd: Grad Assistant I | * Class Indc: Graduate Assistants/Associates
 * Alternate Title: Grad Associate I
 * Job Title: Grad Associate II
 * UA Title: Grad Associate III
 Grad Level: Grad Associate IV
 Grad Associate V
 * Job FTE: 0.500 | * Standard Hours: 20.00
 * Pri/Home Dept: 0430 Mathematics
 * Building: 89 Mathematics | * Room: 115
 Supervisor: | Time Approver:

Export Controlled Position: | Security Sensitive Position: | Risk Management Position: | [View Details](#)

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

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



UAccess EMPLOYEE

Export Controlled Position: Security Sensitive Position: Risk Management Position: [View Details](#)

Compensation
 * Comp Rate: 30839.00 * Rate Code: SAL9 Academic

Additional Employment Information
 * Contract Type: Academic Fiscal * Contract Period: Spring Fall 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	Erncd	Chart	Acct	Acct Title	Sub-Acct	Sub-Obit	Project	CA Deptid	Dist %
2013		UA	1111550	INST: COS-MATH				0430	100.000

Expected End Date Information (if applicable)
 Expected End Date: Expected End Dt Reason:

Request Comments (2000 char)

Submitted By: Last Updated By:
 Submitted Dt: Last Updated:



The following documents are required attachments:
 Copy of Notice of Appointment and Offer Letter

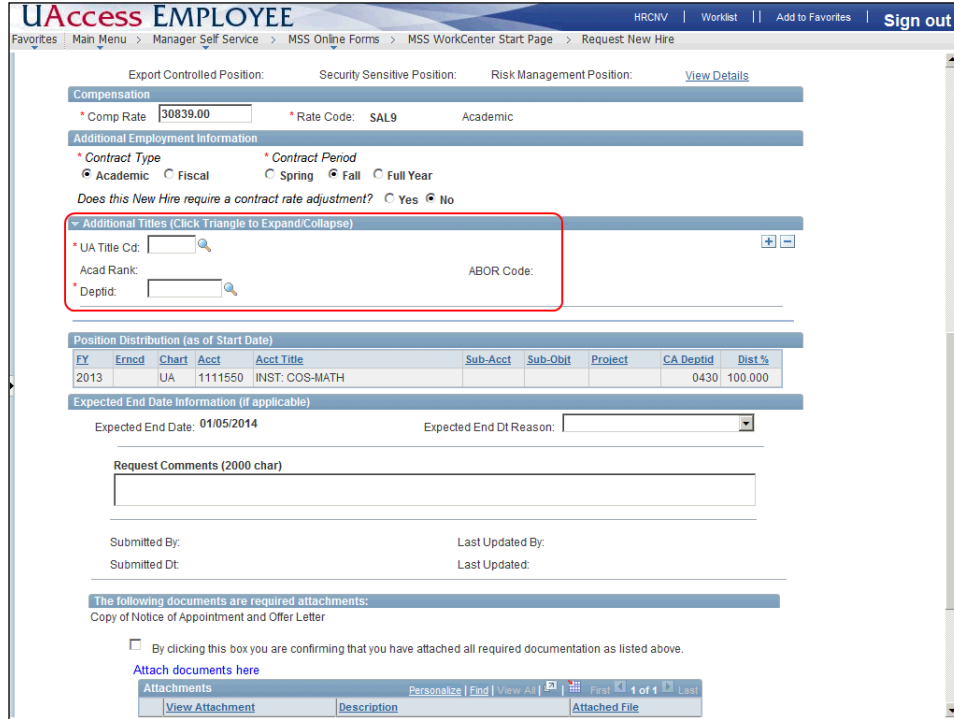
By clicking this box you are confirming that you have attached all required documentation as listed above.

Attach documents here

Attachments	Description	Attached File
View Attachment		
View Attachment		

[Add Attachment](#) [Delete Attachment](#)

Step	Action
20.	Notice the Rate Code now displays SAL9 Academic.
21.	<p>And you must choose a Contract Period.</p> <p>Click the Fall option.</p> 
22.	You have the option to ask for a contract rate adjustment.
23.	<p>GAs can have additional titles. The area to enter data on the additional titles is collapsed by default.</p> <p>Click the Expand section button.</p> 



UAccess EMPLOYEE
 HRCINV | Worklist | 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](#)

Compensation
 * Comp Rate: 30839.00 * Rate Code: SAL9 Academic

Additional Employment Information
 * Contract Type: Academic Fiscal * Contract Period: Spring Fall Full Year
 Does this New Hire require a contract rate adjustment? Yes No

Additional Titles (Click Triangle to Expand/Collapse)
 * UA Title Cd:
 Acad Rank: ABOR Code:
 * Deptid:

Position Distribution (as of Start Date)

FY	Erncd	Chart	Acct	AcctTitle	Sub-Acct	Sub-Obit	Project	CA Deptid	Dist %
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:

Request Comments (2000 char)



Submitted By: Last Updated By:
 Submitted Dt: Last Updated:

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

Step	Action
24.	<p>The magnifying glass next to each field will guide you through the available options.</p> <p>The Deptid 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.</p> <p>The ABOR Code is driven by the UA Title Cd.</p>
25.	<p>Click the Collapse section button.</p> 
26.	<p>An Expected End Date is required for Graduate Hires and is automatically established for you based on contract type, contract period, and if applicable, the visa expiration date.</p>
27.	<p>You must indicate the Expected End Date Reason.</p> <p>Click the Expected End Dt Reason drop-down list.</p> 

UAccess EMPLOYEE HRCINV | Worklist | 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](#)

Compensation

* Comp Rate: 30839.00 * Rate Code: SAL9 Academic

Additional Employment Information

* Contract Type: Academic Fiscal * Contract Period: Spring Fall 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	Erncd	Chart	Acct	AcctTitle	Sub-Acct	Sub-Obit	Project	CA Deptid	Dist %
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:

Request Comments (2000 char):

Submitted By: Last Updated By:

Submitted Dt: Last Updated:

The following documents are required attachments:
Copy of Notice of Appointment and Offer Letter

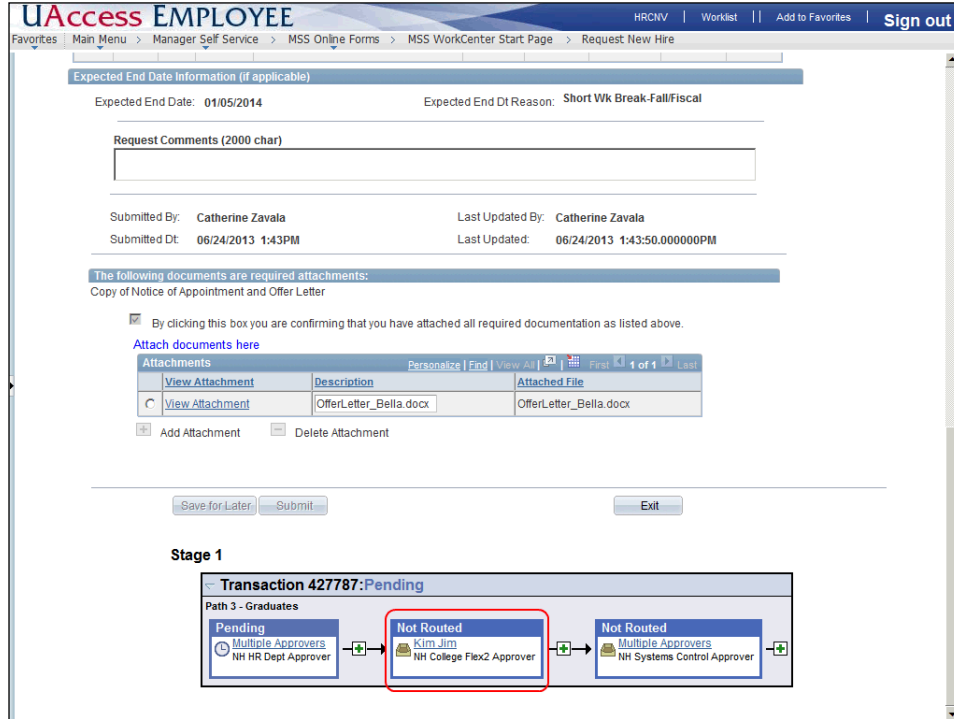
By clicking this box you are confirming that you have attached all required documentation as listed above.

[Attach documents here](#)

Attachments	Description	Attached File
<input checked="" type="checkbox"/> View Attachment		
<input type="checkbox"/> 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 Submit button. Submit
32.	Click the scrollbar.



UAccess EMPLOYEE HRCINV | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > MSS Online Forms > MSS WorkCenter Start Page > Request: New Hire

Expected End Date Information (if applicable)
 Expected End Date: 01/05/2014 Expected End Dt Reason: Short Wk Break-FallFiscal


Request Comments (2000 char)
 [Text Area]

Submitted By: Catherine Zavala Last Updated By: Catherine Zavala
 Submitted Dt: 06/24/2013 1:43PM Last Updated: 06/24/2013 1:43:50.000000PM

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](#)

View Attachment	Description	Attached File
 View Attachment	OfferLetter_Bella.docx	OfferLetter_Bella.docx

Stage 1

Transaction 427787: Pending

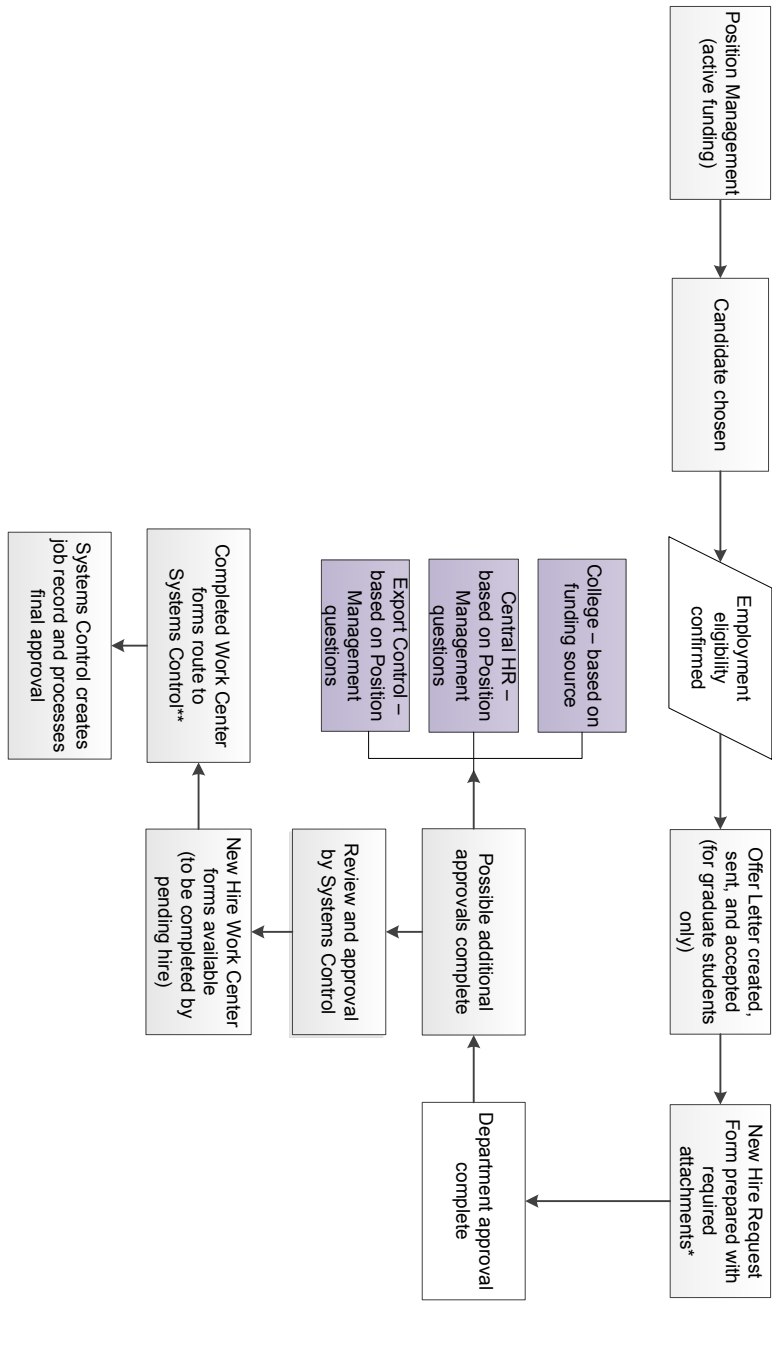
Path 3 - Graduates

```

    graph LR
      A["Pending  
Multiple Approvers  
NH HR Dept Approver"] --> B["Not Routed  
Kim Jim  
NH College Flex2 Approver"]
      B --> C["Not Routed  
Multiple Approvers  
NH Systems Control Approver"]
      style B stroke:#f00,stroke-width:2px
    
```

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)



* Required attachments: Offer Letter required for Graduate students
 ** Completed electronic: I-9 routes separately from New Hire Request and involves additional approvals

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
- 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 (<http://policy.arizona.edu/human-resources/noncompetitive-selection>)
 - 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)

