

Hiring a Graduate Student

1. Log into MyPack Portal and follow this path: Main Menu > Human Resources System > NextGen Graduate System > New Grad Appointment.
2. **Enter a desired start date first**, then search for the student via name, student ID, unity ID, or academic program.
3. Once you have found the student, click on the check box under “Select” to select this student for hire.
 - a. If the student has other current, future or pending jobs on campus, you will see the jobs under the Search Results box in a separate box titled, “Active, Future, and Pending Jobs as of Start Date.”
 - b. Pending jobs must be approved in this system prior to you initiating a new hire for this student. Contact your Department HR Representative to ask if they can reach out to the pending job’s department to expedite the pending request.
4. After selecting the student, click “Hire Graduate.” If this button is not active, it means the student is not eligible for a graduate assistantship or they have a pending job – refer to step 3b above.
5. After clicking “Hire Graduate” a pop-up window will open. If you have a popup blocker, you will see a red “x” to the right of the web navigation bar. Click on the red “x”, then click on the radio button next to, “Always allow”, and finally click the link to open up the “Initiator” page.



6. On the Initiator page, please enter as much information as possible. Details concerning specific links/fields are provided below. An example of a completed Initiator page is immediately following.
 - a. GSSP Information: To see the student’s Graduate Student Support Plan record, click on the GSSP Inquiry link (you must have the GSSP Inquiry role in Student Information Systems – consult with your departmental SAR requestor).
 - b. Graduate Teaching Assistants: Students on a Graduate Teaching Assistant appointment must use begin dates of August 16th or January 1st, and end dates of December 31st or May 15th, or a combination thereof within the same academic year.
 - c. Hours/Week: After entering the number of hours the student is working for your appointment, the “FTE” or full-time equivalent will calculate to the right. If the “Total FTE” exceeds 0.725 (or 29 hours/week) meaning the student is working +29 hours/week on campus, there may be ACA healthcare implications and you will receive a pop-up warning message. Talk to your Department HR Representative about this before submitting the transaction for approval, as the Dean’s Office must sign off on the transaction.
 - d. Annual Salary: There are three methods in calculating an annual salary:
 - i. *Biweekly Rate*: If you have a biweekly rate, multiply it by 26 (# of biweekly pay periods in a year)
 - ii. *Monthly Rate*: Multiply this rate by 12 (# of months/year)
 - iii. *Total Gross Take Home for Student*: Click the “Bi-weekly Calculator” link to download an Excel spreadsheet, enter the start and end date, and the total pay the student should receive. The annual salary will be calculated for you.
 - e. Distribution Data:
 - i. *Project Description*: You may enter characters or numbers
 - ii. *Funding Type*: Select Grant or Non-Grant
 - iii. *Percent/Amount*: Enter percent or amount of salary that should be charged to this project.
 - iv. *Split Appointment*: Use the “+” or “-” to add multiple rows to change the appointment distribution
 - f. Terms and Conditions Comments: Use this to enter any other requirements that the student must adhere to during their appointment.

- g. Comments for Reviewers/Approvers: Enter any comments for your Department HR and Department Funding personnel, (e.g., paying student fees, paying student insurance during summer).

Please enter as much information as possible to expedite the request. [GSSP Information](#)

Job Title: A148 - Graduate Research Asst

Start Date: 05/19/2015 **End Date:** 12/31/2015
If Graduate Teaching Asst is selected, the Start Date must be 1/1 or 8/16 and the End Date must be 12/31 or 5/15 of the same fiscal year

Department: 140444 Power America - ECE

Annual Salary: 10000.00 **Monthly:** 833.33 **Biweekly:** 384.62 [Bi-weekly Calculator](#)

Hours/Week: 10.00 **FTE:** 0.250 **Total FTE:** 0.750
If Total FTE exceeds 0.725, there are ACA healthcare implications. Your Dean, Vice Chancellor or designee will be required to approve this transaction.

Supervisor ID: 000 [redacted] [redacted]
The Terms & Conditions contract will route to the Supervisor for electronic signature.

Academic Program: Electrical Engineering

Distribution Data

Project Description	Funding Type	Percent	Amount
555555	Grant	100.000	10000.000

Terms and Conditions Comments

Charley must complete research for his NSF circuit project.

Comments for Reviewers / Approvers [Show Comments](#)

Please pick student up for insurance in summer and pay student fees for fall semester.

7. Once you've completed this page, click "Submit for Approval." If you need to exit this transaction prior to submitting it for approval, click "Save for Later." You will be able to access the transaction through the Graduate Worklist (below).

Modifying a Graduate Appointment

1. Log into MyPack Portal and follow this path: Main Menu > Human Resources System > NextGen Graduate System > Modify Graduate.
2. **Enter a desired effective date first**, then search for the student via name, student ID, or unity ID.
3. Once you have found the student, click on the check box under “Select” to bring up the student’s current appointments. Select which appointment you would like to modify by clicking the check box beside “Select” under the “Current Active Jobs, Future Jobs and Pending Actions.” Pending jobs must be approved in this system prior to you initiating a new hire for this student. Contact your Department HR Representative to ask if they can reach out to the pending job’s department to expedite the pending request.

Modify a Current Graduate Appointment

Search

Effective Date: 06/01/2015
 Student/Empl ID: [redacted] Michel [redacted]
 Unity ID: [redacted] Department: [redacted]

1 row returned

Student/Empl ID	Name	Unity ID	Academic Program	Gender	Select	Photo
1 [redacted]	Michelle [redacted]	[redacted]	Physics	Female	<input checked="" type="checkbox"/>	Photo

Current Active Jobs, Future Jobs and Pending Actions

Student/Empl ID	Empl Record	Effective Date	Empl Class	Dept ID	Dept Description	Job Code	Job Title	Supervisor	Hours/Week	Hire Date	Job Status	Expected End Dt	Select
1 [redacted]		05/16/2015	GRD	170688	Physics Grads & Temps	A148	Graduate Research Asst	[redacted]	20.00	09/30/2004	Active	07/14/2015	<input checked="" type="checkbox"/>

[Modify Graduate](#)

4. After selecting the student, click “Modify Graduate.” If this button is not active, it means the student is not eligible for a graduate assistantship or they have a pending job – refer to step 3b above.
5. After clicking “Modify Graduate” a pop-up window will open. If the window does not open, you may have a pop-up blocker turned on. Refer to step 5 in “Hire a Graduate Student” above.
6. On the Initiator page, please enter as much information as possible. An example of a completed Initiator page is below. If you have questions about specific fields, refer to step 6 in “Hire a Graduate Student” above.

Make Changes effective on this date: 06/01/2015

Current Information

Department: 170688 Physics Grads & Temps
 Location: 030 Physics
 Supervisor ID: [redacted]
 Job Title (job code): A148 Graduate Research Asst
 Expected Job End Date: 07/14/2015
 Appointment End Date: 07/14/2015
 Annual Salary: 22000.000
 Monthly: 1833.333
 Biweekly: 848.154
 Salary Change Amount:
 Salary Change Percent:
 Standard Hours: 20.00
 FTE: 0.500
 Encumbrance Override: N
 Encumber to Appt End: Y

New Information

Department: 170688 Physics Grads & Temps
 Location: 030 Physics
 Supervisor ID: [redacted]
 Job Title (job code): A178 - Graduate Teach & Researc
 Expected Job End Date: 12/31/2015
 Appointment End Date: 12/31/2015
 *Typically the same date as Expected Job End Date.
 Annual Salary: 23000.00 Bi-weekly Calculator
 Monthly: 1916.67
 Biweekly: 884.615
 Salary Change Amount: 1000.000000
 Salary Change Percent: 4.545
 Standard Hours: 20.00
 FTE: 0.500
 Encumbrance Override:
 Encumber to Appt End:

Distribution as of Effdt above

Effective Date	Department	Project/Grant	Account	Distrb %
05/16/2015	170688	557084	51112	100.000

Note: Change to items in RED will generate a new T&C.

Comments for Reviewers / Approvers [Show Comments](#)

[Save for Later](#) [Submit for Approval](#)

7. Once you’ve completed this page, click “Submit for Approval.” If you need to exit this transaction prior to submitting it for approval, click “Save for Later.” You will be able to access the transaction through the Graduate Worklist (below).

Separating a Graduate Assistant

1. Log into MyPack Portal and follow this path: Main Menu > Human Resources System > NextGen Graduate System > Separate Graduate.
2. **Enter a desired effective date first.** ****NOTE**** The effective date of a separation is the day after the last day worked. After entering an effective date, search for the student via name, student ID, or unity ID. The search panel is exactly the same as seen in Step 3 of “Modify a Graduate Appointment” above.
3. Once you have found the student, click on the check box under “Select” to bring up the student’s current appointments. Pending jobs must be approved in this system prior to you initiating a new hire for this student. Contact your Department HR Representative to ask if they can reach out to the pending job’s department to expedite the pending request.
4. After selecting the student, click “Separate Graduate.” If this button is not active, it means the student is not eligible for a graduate assistantship or they have a pending job – refer to step 3b above.
5. After clicking “Separate Graduate” a pop-up window will open. If the window does not open, you may have a pop-up blocker turned on. Refer to step 5 in “Hire a Graduate Student” above.
6. Select the reason the student is separating from this job, enter any comments as needed, and click “Submit for Approval.”

Graduate Worklist

1. Log into MyPack Portal and follow this path: Main Menu > Human Resources System > NextGen Graduate System > Graduate Worklist.
2. You may use any of the search features to search for an appointment and see where it is in the approval process. Descriptions of the different search options are below. Click “Search” once you’ve selected your criteria.
 - a. Action Request is the type of action (e.g., Modify Graduate, Hire a Graduate).
 - b. Current Step is where the action is for review/approval. To use this search feature, you must select an “Action Request” type described above in 2b.
 - c. Action Status will allow you to search for actions that have been completed, are in progress or have been canceled.
 - d. Transaction ID is provided to you in the email you receive once a transaction has been submitted for approval.
3. You may cancel a transaction request that is still at your level as an Initiator and has not been submitted for approval by clicking the trashcan icon between the “Action Status” and “Details” columns. If the trashcan is not shown, you must contact your Department HR Representative to cancel the transaction request.

Graduate Worklist										
Search Criteria										
Transaction ID	Action Status: In Progress		Action Request							
Student/Empl ID	Department		Current Step							
Empl Class	<input type="button" value="Search"/> <input type="button" value="Clear"/>									
4 rows returned										
Transaction ID	Action Request	Student/Empl ID	Name	Department	Job Title	Start Date	Entered By	Current Step	Action Status	Details
1 AG00000002	Modify a Graduate Appointment	0000000000	Leonard	040101 - Graduate School-Dean's Office	A198 - Graduate Services Assistants	05/15/2015	Sierra Dickey	Initiator	In Progress	Details
2 AG00000003	New Graduate Appointment	2000000000	[REDACTED] Title	040101 - Graduate School-Dean's Office	A198 - Graduate Services Assistants	07/01/2015	Sierra Dickey	Final HR Approver	In Progress	Details
3 AG00000004	New Graduate Appointment	2000000000	[REDACTED] halapu	140444 - Power America - ECE	A148 - Graduate Research Asst	05/19/2015	Sierra Dickey	Supervisor - Sign Terms & Conditions Contract	In Progress	Details
4 AG00000005	New Graduate Appointment	0007000000	[REDACTED] Wilson				Sierra Dickey	Initiator	In Progress	Details

Emails

You will receive an email once you submit a transaction for approval, when the Terms & Conditions contract is at your level for review and signature, and once the transaction has loaded into the HR Payroll System. If an action is pushed back to you for editing by the Department HR Representative and/or Department Funding Approver, you will also receive an email stating why it has been sent back to you for editing.