Hiring a Graduate Student

- 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 <u>first</u>, 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. <u>GSSP Information</u>: 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. <u>Graduate Teaching Assistants</u>: 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. <u>Hours/Week</u>: 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. <u>Annual Salary</u>: 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. <u>Distribution Data</u>:
 - 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. <u>Terms and Conditions Comments</u>: Use this to enter any other requirements that the student must adhere to during their appointment.

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

Transaction ID:	Student/Empl ID: Rcd #: 999 Name:						
Please enter as muc	h information as possible to expedite the request. GSSP Information						
Job Title:	A138 - Graduate Teaching Asst 💉						
Start Date:	08/16/2022 05/15/2023 If Graduate Teaching Asst is selected, the start date must be 8/16 – 12/31 for the current semester or 8/16 – 5/15 for the full academic year of the same fiscal year.						
Department:	160801 Comm, Rhetoric & Digital Media						
Annual Salary:	20561.08 Monthly: 1713.42 Bi-Weekly: 790.81 Bi-weekly Calculator						
Hours/Week:	20.00 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:	The Terms & Conditions contract will route to the Supervisor for electronic signature.						
Academic Program	: Comm, Rhetoric & Digital Media 🗸						
Distribution Data	a First 🕢 1 of 1 🕟 Last						
Project Description	Funding Type Percent Amount						
Terms and Cond	litions Comments						
Override Edit	13						
Comments for Re	viewers / Approvers Show Comments						
Save for L	ater 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).

Modifying a Graduate Appointment

- Log into MyPack Portal and follow this path: Main Menu > Human Resources System > NextGen Graduate System > Modify Graduate.
- 2. Enter a desired effective date <u>first</u>, 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 Curren	t Graduat	e Appointme	ent							
Search		Search Results									
*Effective Date: 11/01/2021	Student/Empl ID	Student/Empl ID Name		Unity ID		ademic Program	Academic Standing	cademic Gender tanding		Photo	
Student/Empl ID:					Te Co	chnical mmunication	GOOD	Female	<u>Photo</u>		-
Unity ID:											
First Name:	Current Active Jobs,	Future Jobs	and Pending A	Actions							
Last Name:	Student/Empl ID	Empl Record	Effective Date	Empl Class	Dept ID	Dept Description	Job Code	Job Title		Supervisor	Houn
Department:			108/16/2021	GRD	020301	Advanced Analytics	A138	Graduate Teachi	ng Asst	Sarah Egan Warren	
Search Clear	4										•
1 row returned in 0.29 seconds											
	Modify Grade	uate									

- 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.

Modify Graduate Appointment 0 «	Modify Graduate Assistan	tship for AG00238078							
ActivityGuide C C C	Initiator Graduate Initiator Transaction ID: AG002380	78 Student/Empl ID:	Rod #: 1 Name:						
Dept. HR Admin - Job Details	Make Changes effective on t	this date: 11/01/2021			GSSP Information				
 Department Funding 	Current Information		New Information						
Dean Approval									
College Funding	Department: 0	Advanced Analytics	Department:	020301 Q Advanc	ed Analytics				
O Supervisor - Sign Terms & Conditions Contract	Location: 2	202 Institute for Advanced	Analyti Location:	202 Q Institute	for Advanced Analyti				
 Student - Sign Terms & Conditions Contract 	Supervisor ID:	_	*Supervisor ID:	Q, E					
Final HR Approver	Job Title (job code):	A138 Graduate Teaching A	sst Job Title (job code):	A138 - Graduate Teaching A	sst 🗸				
	Expected Job End Date: 0	05/15/2022	Expected Job End Date:	05/15/2022					
	Appointment End Date: 0	05/15/2022	Appointment End Date:	05/15/2022					
			*Typically the same date	*Typically the same date as Expected Job End Date.					
	Annual Salary:	31200.000	Annual Salary:	31200.00 Bi-week	v Calculator				
	Monthly: 2	2600.000	Monthly:	2800.00	·				
	Bi-Weekly:	1200.000	Ri-Weekly:	1200.000					
	Salary Channe Amount:		Salary Change Amount:	0.000000					
	Salary Change Percent		Salary Change Percent:	0.000					
	Standard Hours: 2	20.00		0.000					
	FTE: 0	0.500	Standard Hours:	20.00					
	Encumbrance Override: N	4	FIE.	0.500					
	Encumber to Appt End: N	u la	Encumbrance Override						
			Enclamber to Appt End.						
	Distribution as of Effdt a	above	F	Personalize Find 🏝 🚺	First () 1 of 1 () Last				
	Effective Date -	Department	Project/Grant -	Account	Distrb %				
	08/16/2021	020301	301835	51311	100.000				
	Note: Change to items in RED	D will generate a new T&C.							

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

- Log into MyPack Portal and follow this path: Main Menu > Human Resources System > NextGen Graduate System > Separate Graduate.
- Enter a desired effective date <u>first</u>. **NOTE** The effective date of a separation is the <u>day after</u> 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 Workli Search Criteria	st												
Transaction ID	٩	Action Sta	tus In Progress	Action Requ	est	•							
Student/Empl ID	٩	Departm	nent Q	Current St	ep ** All **	\checkmark							
Empl Class Graduate Assistants Search Clear													
218 rows returned													
Results Personalize Find View 100 🕮 🚺 🛛 Finst 🕢 1-100 of 218 👔								18 🛞 Last					
Transaction ID	Action Request	Student/Empl ID	Name	Department	Job Title	Start Date	Entered By	Current Step	Action Status	Action	Last Update Date/Time	by	Details
1 AG00236370	New Graduate Assistantship			172288 - Biological Sci Grads and Temp	s A148 - Graduate Research Asst	09/04/2021		Department Funding	In Progress	Approved	09/09/21 3:29:25PM	MERUFFIE	b
2 AG00238950	New Graduate Assistantship			172288 - Biological Sci Grads and Temp	s A148 - Graduate Research Asst	10/01/2021	100	Final HR Approver	In Progress	Approved	11/16/21 4:04:15PM	DJWALLIS	Þ

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.