

Work Instruction

Processing Graduate Assistants

Purpose

Refer to this documentation when:

- Hiring a graduate assistant
- Rehiring a currently separated graduate assistant (with an existing employee record in the UC Flex system)
- A graduate assistant has been awarded another assistantship and has a current active employee record in UC Flex
- Transferring a graduate assistant into another organizational unit
- Separating a graduate assistant

Business Process Information

Position Information:

Graduate assistant positions are pooled positions. This means, each organizational unit has a single graduate assistant position and all graduate assistants in the organization occupy that position.

Key Data Structure:

Graduate assistants are assigned to the following Key Data Structure areas:

Personnel Area: UC01 University of Cincinnati
Personnel Subarea: U001 UNREP – SALARIED
Employee Group: 1 Active – Exempt
Employee Subgroup: S1 - Student

Pay Information:

Like all students, graduate assistants are paid bi-weekly. This is a change. Before the implementation of UC Flex, graduate assistants were paid monthly. The status of graduate assistants has not changed; they continue to be paid a salary, not an hourly rate. The only change the graduate assistants will see is their pay frequency will change from monthly to bi-weekly.

Graduate assistant pay is based on Recurring Payment Infotype 0014. The Recurring Payment Infotype 0014 includes the employee's end date based on the appointment. Recurring Payments should not have 12/31/9999 as the end date.



When entering the recurring payment information, the **Begin date** should always be the **first day of a bi-weekly pay period** and the **End date** should always be the **last day of a bi-weekly pay period**. If the Graduate Assistant does not start on the first day of a bi-weekly pay period they will receive a **pro-rated paycheck** that is calculated accordingly.

Graduate assistants do not receive pay based on Basic Pay Infotype 0008. If you look at the Basic Pay Infotype 0008 for a graduate assistant the system will display "no salary."

Title: Processing Graduate Assistants
Functional Area :
Course :
Role :


Graduate assistants do NOT report hours worked.

Helpful Hints

- Work instructions for UC Flex transactions are located on the UC Flex Help Website at <http://www.ucflex.uc.edu/help>.
- If you have questions on these processes, please contact Leigh Willis (willish@ucmail.uc.edu) at 556-9878.

Procedure

1. The department performs one of the following:



If	Go To
Hiring a graduate assistant or transferring a graduate assistant into your organizational unit  As of November 1, 2006, all University hiring will be performed using PeopleAdmin.	Step 2
Rehiring a currently separated graduate assistant (with an existing employee record in UC Flex)	Step 2
A graduate assistant has been awarded an assistantship for a new year in the same organizational unit and has a current active employee record in UC Flex	Step 8
Separating a graduate assistant	Step 11

2. The department uses the **PPOSE, Organization and Staffing Display** transaction to confirm the graduate assistant position exists in their organizational unit.



For step-by-step instructions, refer to the **Display Organization and Staffing Data, PPOSE** work instruction by clicking on the link below.
<http://www.ucflex.uc.edu/help/nav/reporting/course/hr%20display%20and%20reporting%20for%20decentral%20users/2130/index.htm>.

3. Perform one of the following:

If the Graduate Assistant Position	Then
Does not exist in your organizational unit	<ol style="list-style-type: none"> 1. The department completes the Position Maintenance Request (PMR) form to request a pooled graduate assistant position be created in their organizational unit. <div style="margin-left: 20px;">  Be sure to select Create a position. </div> <ol style="list-style-type: none"> 2. The department submits the PMR form for the appropriate approvals. 3. The OM/Compensation group receives the approved form. 4. The OM/Compensation group creates the position in UC flex. 5. The department validates the position has been created using the PPOSE, Organization and Staffing Display transaction. <div style="margin-left: 20px;">  Refer to the Display Organization and Staffing Data, PPOSE work instruction. </div>
Does exist in your organizational unit	Continue to the next step.

4. The department reviews the employee status in the **Pers.Assgn** field in the **PA20, Display HR Master Data transaction** to determine whether the graduate assistant is a new hire to the University, has an active employee status (is currently working in a position at the University), or has a withdrawn (separated) employee status.



When the **Pers.Assgn** field is white, the employee has multiple personnel assignments. You must click on the drop-down menu to review the status for all personnel assignments.



For step-by-step instructions, refer to the **Display Employee Master Data, PA20** work instruction by clicking on the link below:
<http://www.ucflex.uc.edu/help/nav/reporting/course/hr%20display%20and%20reporting%20for%20decentral%20users/2190/index.htm>.



5. The department performs one of the following:




If the Graduate Assistant	Then	Go To
Is a new hire to the University	Initiate the New Hire process.	Step 6
Is a current active employee	Initiate the Additional Assignment process	Step 6
Has been separated and has a withdrawn status	Initiate the Rehire process.	Step 6
Is transferring from another organizational unit	Initiate the Organizational Reassignment process	Step 6




6. Perform one of the following:







The below procedures assume that the offer letter has been extended to the candidate, and the candidate has accepted the offer.

If Processing	Then
A new hire through People Admin	<ol style="list-style-type: none"> 1. If being paid by a grant, the department confirms that the grant information, for which the graduate assistant is being funded, is valid. The department uses the GMGRANTD, Display Grant transaction in UC Flex to validate grant information <ul style="list-style-type: none"> • On the General Data tab, review the validity dates of the grant. • On the Dimensions tab, review the Sponsored Program information. The Sponsored Program in grants is equal to the functional area in finance. Confirm the graduate assistant is being charged to the Sponsored Program of the grant. • Also on the Dimensions tab, review the Sponsored Classes section. The Sponsored Class in grants is equal to the G/L in finance. Ensure the appropriate Sponsored Classes (G/L) exist on the grant. If it does not, contact Sponsored Research Services (SRS) to determine whether the expense is allowable on the grant. Request that the Sponsored Class be added to the grant as required. 2. The department initiates the Hire Action in PeopleAdmin. 3. The Department enters the recurring payment information including the grant number, if applicable, on the Hiring Proposal tab in People Admin. Even if an employee is receiving recurring payments from multiple accounts they should be entered in People Admin on the Hiring Proposal tab at the time of hire. <div style="margin-left: 20px;">  <p>The end date for the recurring payment must NOT be later than the valid to date on the grant.</p> </div> 4. The HR Service Center creates the employee record in UC Flex. 5. The HR Service Center enters the initial recurring payment information in UC Flex. 6. The department verifies the employee record, Infotypes 1 and 14, in UC flex using the PA20, Display HR Master Data transaction. 7. The department verifies the employee is in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction. <div style="margin-left: 20px;">  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p> </div>

If Processing	Then
<p>An additional assignment</p>  <p>As of November 1, 2006 all University hiring will be performed through PeopleAdmin.</p>	<ol style="list-style-type: none"> 1. The department initiates the additional assignment using the online Hire Form. <div style="margin-left: 20px;">  <p>The following fields on the Hire form have drop-down menus from which you MUST make a selection:</p> <ul style="list-style-type: none"> • Personnel Action type and reason code • Location • Suffix • Job Type • Pay Term (Bi-Weekly/Monthly) – Always select Bi-Weekly • Other </div> 2. The department selects Additional Assignment from the drop-down menu in the Personnel Action type and reason code. 3. The department enters the required information on the Hire form. 4. If being funded by a grant, the department confirms that the grant information, for which the graduate assistant is being funded, is valid. The department uses the GMGRANTD, Display Grant transaction in UC Flex to validate grant information. <div style="margin-left: 20px;"> <ul style="list-style-type: none"> • On the General Data tab, review the validity dates of the grant. • On the Dimensions tab, review the Sponsored Program information. The Sponsored Program in grants is equal to the functional area in finance. Confirm the graduate assistant is being charged to the Sponsored Program of the grant. • Also on the Dimensions tab, review the Sponsored Classes section. The Sponsored Class in grants is equal to the G/L in finance. Ensure the appropriate Sponsored Classes (G/L) exist on the grant. If it does not, contact Sponsored Research Services (SRS) to determine whether the expense is allowable on the grant. Request that the Sponsored Class be added to the grant as required. </div> 5. The Department enters the recurring payment information including the grant number, if applicable, in the Recurring payments section of the Hire form. <div style="margin-left: 20px;">  <p>The end date for the recurring payment must NOT be later than the valid to date on the grant.</p> </div> 6. The department prints the completed form and submits it for the appropriate approvals. 7. The approved Hire form is received in the HR Service Center and the Hire action is performed in UC Flex. 8. The department verifies the employee record for the appropriate personnel assignment, Infotypes 1, and 27, in UC flex using the PA20, Display HR Master Data transaction. 9. The department verifies the employee exists in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction. <div style="margin-left: 20px;">  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p> </div>

If Processing	Then
A rehire through PeopleAdmin	<ol style="list-style-type: none"><li data-bbox="644 327 1448 821">1. If being funded by a grant, the department confirms that the grant information, for which the graduate assistant is being funded, is valid. The department uses the GMGRANTD, Display Grant transaction in UC Flex to validate grant information.<ul style="list-style-type: none"><li data-bbox="695 457 1448 485">• On the General Data tab, review the validity dates of the grant.<li data-bbox="695 499 1448 611">• On the Dimensions tab, review the Sponsored Program information. The Sponsored Program in grants is equal to the functional area in finance. Confirm the graduate assistant is being charged to the Sponsored Program of the grant.<li data-bbox="695 625 1448 821">• Also on the Dimensions tab, review the Sponsored Classes section. The Sponsored Class in grants is equal to the G/L in finance. Ensure the appropriate Sponsored Classes (G/L) exist on the grant. If it does not, contact Sponsored Research Services (SRS) to determine whether the expense is allowable on the grant. Request that the Sponsored Class be added to the grant as required.<li data-bbox="644 835 1448 915">2. The department checks Infotype 0000 in the employee record in UC flex for the effective date of separation, using the PA20, Display HR Master Data transaction.<li data-bbox="644 930 1448 1066">3. The department initiates the Rehire Action in PeopleAdmin and selects either Return with Service Break, if the employee has been separated for 30 days or less, or Return without Service break if the employee has been separated from the University for more than 30 days.  If the employee was separated more than a year ago, the I-9, DMA, tax withholdings and any other applicable new hire forms are required.<li data-bbox="644 1213 1448 1293">4. The Department enters the recurring payment information including the grant number, if applicable, on the Hiring Proposal tab in People Admin.  The end date for the recurring payment must NOT be later than the valid to date on the grant.<li data-bbox="644 1409 1448 1436">5. The HR Service Center creates the employee record in UC Flex.<li data-bbox="644 1451 1448 1503">6. The HR Service Center enters the recurring payment information in UC Flex.<li data-bbox="644 1518 1448 1570">7. The department verifies the employee record, Infotypes 1 and 14, in UC flex using the PA20, Display HR Master Data transaction.<li data-bbox="644 1585 1448 1665">8. The department verifies the employee is in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction.  If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.

If Processing	Then
<p>An organizational reassignment</p>  <p>As of November 1, 2006 all University hiring will be performed through PeopleAdmin.</p>	<ol style="list-style-type: none"> 1. The department initiates the Organizational Reassignment process using the online Hire Form. <ul style="list-style-type: none">  The following fields on the Hire form have drop-down menus from which you MUST make a selection: <ul style="list-style-type: none"> • Personnel Action type and reason code • Location • Suffix • Job Type • Pay Term (Bi-Weekly/Monthly) – Always select Bi-Weekly • Other • Wage Type (located in the Recurring Payments section) 2. The department selects Organizational Reassignment – Lateral Transfer from the drop-down menu in the Personnel Action type and reason code field. 3. The department enters the required information on the Hire form. 4. If being funded by a grant, the department confirms that the grant information, for which the graduate assistant is being funded, is valid. The department uses the GMGRANTD, Display Grant transaction in UC Flex to validate grant information. <ul style="list-style-type: none"> • On the General Data tab, review the validity dates of the grant. • On the Dimensions tab, review the Sponsored Program information. The Sponsored Program in grants is equal to the functional area in finance. Confirm the graduate assistant is being charged to the Sponsored Program of the grant. • Also on the Dimensions tab, review the Sponsored Classes section. The Sponsored Class in grants is equal to the G/L in finance. Ensure the appropriate Sponsored Classes (G/L) exist on the grant. If it does not, contact Sponsored Research Services (SRS) to determine whether the expense is allowable on the grant. Request that the Sponsored Class be added to the grant as required. 5. The Department enters the recurring payment information including the grant number, if applicable, in the Recurring payments section of the Hire form. <ul style="list-style-type: none">  The end date for the recurring payment must NOT be later than the valid to date on the grant. 6. The department prints out the completed form and submits it for the appropriate approvals. 7. The HR Service Center performs the Organizational Reassignment (Transfer) action in UC Flex. 8. The HR Service Center enters the recurring payment information in UC Flex. 9. The department verifies the employee record for the appropriate personnel assignment, Infotypes 1 and 14, in UC flex using the PA20, Display HR Master Data transaction. 10. The department verifies the employee is in the appropriate position using the PPOSE, Organization and Staffing Display transaction. <ul style="list-style-type: none">  If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.

7. Return to Step 1 if you need to perform additional actions on a graduate assistant. If you have completed the appropriate actions, close out of this document.
8. If being funded by a grant, the department confirms that the grant information, for which the graduate assistant is being funded, is valid. The department uses **the GMGRANTD, Display Grant** transaction in UC Flex to validate grant information.
 - On the **General Data** tab, review the validity dates of the grant. Do **NOT** enter an end date on a recurring payment later than the date displayed in the **Valid to Date** field on the grant.
 - On the **Dimensions** tab, review the **Sponsored Program** information. The Sponsored Program in grants is equal to the functional area in finance. Confirm that the graduate assistant is being charged to the Sponsored Program of the grant.
 - Also on the **Dimensions** tab, review the **Sponsored Classes** section. The Sponsored Class in grants is equal to the G/L in finance. Ensure the appropriate Sponsored Classes (G/L) exist on the grant. If it does not, contact Sponsored Research Services (SRS) to determine whether the expense is allowable on the grant. Request that the Sponsored Class be added to the grant as required.
9. The PCR Initiator enters a Recurring Payment PCR to establish the graduate assistant's pay for the academic year.



You will need to enter a separate Recurring Payment PCR for each account or wage type funding the graduate assistant.



If you realize, after a Recurring Payment PCR has been processed, that data was entered incorrectly, contact the HR Service Center. Please **DO NOT** enter another Recurring Payment PCR to correct the data.



For step-by-step instructions, refer to the **Enter New Recurring Payment PCR (MSS)** work instruction by clicking on the link below.
[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2188/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2188/index.htm).

10. Return to Step 1 if you need to perform additional actions on a graduate assistant. If you have completed the appropriate actions, close out of this document.
11. The PCR Initiator must enter a Separation PCR.



For step-by-step instructions, refer to the **Enter Separation PCR (MSS)** work instruction by clicking on the link below.
[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2187/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2187/index.htm).

12. Return to Step 1 if you need to perform additional actions on a graduate assistant. If you have completed the appropriate actions, close out of this document.