Graduate Student Employees in OneUSG Connect

OneUSG Connect Training
June 23, 2021
Housekeeping

- Please use the Q&A box to ask questions
- Make sure that you select "All Panelists" when asking your question
- Panelists will answer your questions via the WebEx Q&A
- We will send out the slides after the presentation
- Webinar will be recorded
Safe Harbor

• The information delivered within this presentation was originally published in June 2021.

• This information, while accurate at the time, is subject to change.
Agenda

• Graduate Student Employment Overview and Fall Semester Timeline
• Overview of GradWorks
• Review of Position Action Reason Codes
• Common Transactions for Graduate Student Employment
  • Direct Hire Form
  • Onboarding
  • MSS Transactions including Pay Changes, Transfers, Terminations and Extensions
• Resources and Next Steps

6/21/2021
Presenters

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Consultant  
ERP Organizational Readiness

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GTHR  
Student Employment Manager

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Academic Program Coordinator  
Office of Graduate Studies

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GTHR Data Manager  
Position Management

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ERP System Lead Analyst  
Workforce Administration

Badra J. Jaden  
ERP System Lead Analyst  
Careers
Graduate Student Employment

• **Student Employment unit in GTHR**
  • Focused on improving the student employment experience for all GT students
  • Developing new procedures, and guidelines around student hiring
  • [Student Employment web page](#)

• **Office of Graduate Studies**
  • Provide [faculty & staff guidance](#) on GRA/GTA/GA specific issues.
  • Experts on [GradWorks](#) requirements and process.
## Graduate Student Employment – Job Codes

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Employee Class</th>
<th>Pay Group</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>900X01</td>
<td>Student Assistant</td>
<td>Student</td>
<td>03T (03C*)</td>
<td>Hourly</td>
</tr>
<tr>
<td>905X02</td>
<td>Graduate Assistant</td>
<td>Grad Asst</td>
<td>03G</td>
<td>Monthly</td>
</tr>
<tr>
<td>907X01</td>
<td>Graduate Research Assistant</td>
<td>GRA</td>
<td>03G</td>
<td>Monthly</td>
</tr>
<tr>
<td>908X01</td>
<td>Graduate Teaching Assistant</td>
<td>GTA</td>
<td>03G</td>
<td>Monthly</td>
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<tr>
<td>909X01</td>
<td>Graduate Assistant – Hourly</td>
<td>Grad Asst</td>
<td>03T</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

*used during temporarily reduced course load semester; SA-03C is only student position that can be hired at 40 hours/week

## Non-USG Student Position Options

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Employee Class</th>
<th>Pay Group</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>904T20</td>
<td>Tech Temp: Research Intern</td>
<td>Temp</td>
<td>03C</td>
<td>Hourly</td>
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<tr>
<td># TBD</td>
<td>Visiting Research Assistant (PT)</td>
<td>Staff</td>
<td>03H</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

*used during temporarily reduced course load semester; SA-03C is only student position that can be hired at 40 hours/week
Student Employee Types

**Student Assistants**
GTHR Student Employment Experience Team
Process Owner: Diana Robert

- Job Codes: 900X01 (SA)
- 900X02 (RA)
- Pay Groups: 03T (or 03C – SA only)

**Federal Work Study Students**
Office of Financial Aid
Process Owner: Timothy Mention

- Job Code: 901X01
- Pay Group: 03W

**Graduate Student Employees**
Office of Graduate Studies
Process Owner: Corey McAllister

- GA hourly: 909X01 – 03T
- GA monthly: 905X02 – 03G
- GRA: 907X01 – 03G
- GTA: 908X01 - 03G

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**Provisioned Initiator Actions**

- **Position Management:** Review existing position, create a new position, or edit a position's attributes
- **Hire or rehire via Direct Hire Form OR Transfer via MSS**
- **Post-Hire MSS Transactions:** Pay Changes, Extensions, etc

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*Not all departments use GradWorks*
GTHR/OneUSG Hiring Overview

Hiring Department* Initiates GradWorks Request

GradWorks Process Determines Student Eligibility

GTHR/OneUSG Process

Hiring Department* Updates GradWorks with OneUSG Transaction Info

Position Created/Modified

Transaction Submitted & Approved

Student Onboarded (if New Hire)

Position Mgmt. enters hire/rehire in OneUSG

* Academic units, GTRI, and a few non-academic units currently use GradWorks
<table>
<thead>
<tr>
<th>Student Hiring Process</th>
<th>June</th>
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<tr>
<td>Create/Modify Fall Student Positions</td>
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<td>Extend Termination Dates for Active Employees Staying in Current Position</td>
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<td>Initiate Student Hiring Record in GradWorks (GW-onboarded units)</td>
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<td>7/28</td>
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<td>Submit &amp; Approve Direct Hire Form at Levels 1 &amp; 2</td>
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<td>Submit Transfer Requests for Active Employees Changing Positions or Departments*</td>
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<td>Enter GRA/GTA Waiver Exemption in Banner</td>
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<td>New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)</td>
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<td>New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)</td>
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<td>Student Employee Onboarding Event (Formerly known as Grad Hiring) August 18-20 9 a.m.-4 p.m.</td>
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<td>Final Week of Phase II Registration: Ensure Students are Properly Enrolled</td>
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<td>GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)</td>
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<td>Monthly Students Paid</td>
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Fall Semester New Employee Onboarding Guidance

• CANVAS Module to assist with completion of Equifax online student hiring documents (Onboarding part 1)
  • Step-by-step instructions for completing online student 'hiring packet' forms
  • Guidance on GLACIER tax compliance for foreign national student employees
  • For more information visit: Canvas Student Employee Onboarding Tutorial

• New Student Employee Onboarding – In Person (Part 2)
  • In-person ID verification (I-9 Section 2) & GA Loyalty Oath
  • Completed at Student Employee Onboarding Event, August 18-20 Clough
  • Or, completed by Appointment at GTHR
  • Or, for employees who will not be working in the metro Atlanta area, there is a Remote Notary Onboarding option.

*Reminder: Students must be in the US to complete their onboarding – there is no digital substitution. If the student will be in the US, but not in Atlanta, please review the remote notary option for completion.
Student Employee Onboarding Event (previously GradHiring)

• 3-day in-person event: August 18, 19, & 20, 3rd floor of Clough (CULC)
• Replaces need to visit 500 Tech Parkway for in-person completion of I-9 (part 2)*
• Open to both undergraduate and graduate students who are new employees
• Students will sign up for timed 'tickets' between 9am and 3:30pm
• Students must have completed Equifax online hiring packets (part 1 of I-9) BEFORE the Student Employee Onboarding event

Volunteers needed! Please sign up here.
Graduate Student Hires & GradWorks
## Guidance on GTA/GRA

<table>
<thead>
<tr>
<th>Guidance</th>
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<tbody>
<tr>
<td>One appointment per semester as a GRA or GTA</td>
</tr>
<tr>
<td>Students may be hired as a Graduate Assistant and Graduate Research/Teaching Assistant but not as a GRA/GTA concurrently</td>
</tr>
<tr>
<td>If student is hired as a GTA and GRA concurrently, this will over-calculate tuition remission</td>
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<tr>
<td>Effective date on position funding should be beginning of pay period</td>
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</tbody>
</table>
Payrates starting Fall 2021

**Master's Students**
- Minimum Pay - $1,050 per month

**Doctoral Students**
- Minimum Pay - $2,087 per month
Assistantship Categories

- **Graduate Research Assistant (GRA):** Part-time research appointment; 33%- to 50%-time effort
- **Graduate Teaching Assistant (GTA):** Part-time teaching/instructional support appointment; 33%- to 50%-time effort
- **Graduate Assistant (GA):** Appointment for administrative work or for small research or teaching support work; 25%-time or less.

Job Codes for Graduate Assistants

- Hourly incumbents in job code 909X01
- Monthly incumbents in job code 905X02
GRA, GTA, & GA Policy

General Policy Guidance*: Any graduate student hired to do research or teaching at 33% to 50% effort must be hired as a GRA or GTA.

• To be eligible for the GRA/GTA waiver, the student must:

Be registered full-time with 12 billable hours, including a minimum of 9 graded hours in fall/spring, and a minimum of 6 graded hours in summers.

A student hired to work on a sponsored project as a GRA needs to remain a GRA throughout their involvement on the project, including in summers.

If research effort falls below 33%-time, the student may be hired as a GA, but still must be enrolled for a minimum of 3 graded hours.

1-credit-hour exception for students in their graduating term:
• The GA + 1-credit-hour exception is generally not the correct mechanism. It is allowable if the student’s work on the sponsored project is over and they will be working on another assignment; the work appointment should be 25%-time or less.

*The above applies provided that the student is taking sufficient degree-related course work during the semester, including summer
GA Policy

• A GA can:
  • Provide classroom support, assist with grading, perform research within a unit (not related to their degree program), or do administrative work
  • Work 25%-time (10 hours per week) or less
  • Be a hiring mechanism in some fellowship scenarios to provide supplemental funding support

• A student may not be hired as a GA if they will not be enrolled (at least 3 hours).

• As always, please follow OIE guidance regarding the implications for alternate enrollment and/or hiring appointments affecting international students.

• Tuition remission charges to sponsored research funds: It is not appropriate to use the GA or Tech Temp mechanisms to avoid these charges if a student is continuing that project at the same level of effort as a 33-50% GRA hiring appointment in fall or spring.
If there is no degree-applicable course work available for the student to take in a semester (as is often the case for MS students), then the student may be hired one of three ways:

1. As a GA if the student is enrolled part-time (3 graded hours minimum).
2. As an SA (in pay group 03C) if the student will not be enrolled in current semester and will return for the next semester.
3. As a Tech Temp if the student will not be enrolled in current semester and will not return for the next semester.
Late GRA/GTA Tuition Waiver Entry

- From GEFD/academic policy standpoint, GRA/GTA hiring and associated waiver entry should be done (or initiated) no later than the close of Phase II of registration for any semester.
- **Fall 2021 GRA/GTA hires and waiver entry in Banner should be done by August 30, 2021**
- Late waiver entry requests are subject to VPGEFD review between August 31 and the September 13 cutoff for GRA/GTA waiver entry in Banner; these should only be requested for unusual, urgent circumstances.
- No waivers are to be entered into Banner after the cutoff; Cutoff date for each semester will be communicated by OGS.
- **Fall 2021 GRA/GTA waiver entry cutoff date is September 13, 2021**

Links for Additional Policy Details


https://policylibrary.gatech.edu/academic-affairs/graduate-student-enrollment-and-employment

https://policylibrary.gatech.edu/academic-affairs/graduate-student-tuition-waivers
Step 1:
Faculty member or hiring manager informs the department contact (GradWorks Initiator – Faculty Member, School Academic Coordinator, Department HR Representative, and/or Department Finance Representative) of his/her intent to hire a graduate student employee.

Necessary Information Required by Hiring Manager: student name, student GT ID number, graduate assistantship type (GTA/GRA), standard work hours per week, employment dates, stipend rate, stipend pay frequency (monthly/hourly), WorkDay Driver Tag.

Step 2:
GradWorks Initiator (School Academic Coordinator, Department HR Representative, and/or Department Finance Representative) initiates GradWorks workflow.

Request changes: [http://grad.gatech.edu/GTGradWorks](http://grad.gatech.edu/GTGradWorks)

Step 3:
The GradWorks request is processed through the departmental workflow to ensure academic compliance and student eligibility.

The Academic Coordinator enters the GRA/GTA waiver for the student into Banner and checks that completion marker within the GradWorks request.

Step 4:
After the final approval is granted in GradWorks, the Department HR Representative or OneUSG provisioned initiator fulfills the following in OneUSG Connect:

4A) Complete Add/Change Position in Manager Self Service
Determine if you are establishing a new position or revising an existing position.

Necessary Information: effective date, job code and title, reporting manager, pay group and pay frequency, standard work hours per week, location
GA hourly: 909X01; GA monthly: 905X02; GRA: 907X01; GTA: 908X01

4B) Ensure Position Funding in Manager Self Service is accurate, if you are revising an existing position
Necessary Information: effective date, percentage of distribution, combination code/WorkDay Driver Tag

Step 5:
After the Manager Self Service Add/Change position is approved in OneUSG Connect, complete the Direct Hire Form in Manager Self Service.

REQUIRED: Include GradWorks Request ID number and GRA/GTA Tuition Waiver Entry Status in the Additional Info Notes Section of the Direct Hire Form.

Necessary Information:
- Start date, end date, onboarding hiring packet, employee name and email, approval pathway, position number, pay rate and pay frequency, and background check if applicable

Step 6:
Direct Hire Form is submitted and routed through the OneUSG Connect departmental workflow.

Step 7:
OneUSG provisioned initiator adds a comment in GradWorks noting GTHR approval and the OneUSG Direct Hire Transaction Number.
Benefits of GradWorks

1. Eligibility check for hiring students
2. Organization and preparation of data required for initiation of OneUSG transactions
3. Captures all Academic approvals
4. Tuition waiver check for tracking
5. Dashboard with list views and reporting capability on hires
6. Cross-unit hiring transparency
7. Compliance tool and source of data at the Institute level for GRA/GTA waivers, fellowship info., advisors, etc.
Alignment of GradWorks and OneUSG Transactions

• OneUSG Connect action must follow the GradWorks action each time you are rehiring, terming, or changing an existing appointment.

• The only time this process may be different is if the student is already encumbered forward for the hiring semester (i.e., the term date is later than the hiring semester) and the appointment or funding source is not changing.
  • For example, you are reappointing the student for the summer semester, however, the student’s current term date in the system is not until the end of fall. In this case, unless anything is changing about the appointment or funding, you would only need to do the GradWorks request.

*NOTE: Direct Hire forms should have an end date/term date to be keyed in. Appointments may not be left permanently open-ended with no term date keyed. We recommend that the term date should align with either the end of the academic year or the duration of the student's funding on the grant, if applicable.
## Things to Consider

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you already have a position number for this appointment?</td>
<td></td>
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<tr>
<td>Does the current appointment have a term date?</td>
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<tr>
<td>Does the student have any other existing appointments?</td>
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<tr>
<td>Is the appointment type, percent time, funding source, or rate changing?</td>
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<tr>
<td>Is the student working in another department?</td>
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<tr>
<td>Does the funding source reside in another department?</td>
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<tr>
<td>Who will initiate/approve in GradWorks, and who will initiate/approve in OneUSG Connect?</td>
<td></td>
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<tr>
<td>What will be the student’s status the following semester?</td>
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<tr>
<td>How will the information be solicited from the faculty?</td>
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<tr>
<td>How does the student plan to register (full time, part-time, etc.)?</td>
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<tr>
<td>Will the student work for the full semester?</td>
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</tbody>
</table>
Home Department vs. Work Department

- The home school/department vs. work department/unit distinction is only relevant now for GradWorks.

- In GradWorks, the home department is the major School to which the student belongs. The work department may be a different academic unit, or a non-academic unit.

- OneUSG Connect does not make any distinction between the student's home department and work department. Only students' work departments are recognized in OneUSG Connect.

6/21/2021
Position Action Reason Codes
Position Change Action Reasons

- Action Reason selected must align with the data change
- Resource: [Position Action Reason Matrix](#)

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Reason Code</th>
<th>Action Reason</th>
<th>Beginning of a Pay Period required</th>
<th>Job Code</th>
<th>Official Title</th>
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<th>Employee Type</th>
<th>Pay Group</th>
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Submitting a Position

• Create a new position when there is not an existing vacant position available for use.
• Clone from an existing position to minimize data entry and check the data attributes.
• Complete the summary of request with the business case/rationale.
• Complete all the required fields per Georgia Tech business process.
• Do not Skip Distribution on funding page. Funding is required on all position numbers.

Position Management Webinar
Steps to Submit a Position

• Update the “Is this a new Position” field to Yes. This updates the third field to now read “Clone from Position Number”.

• If you would like to create a new position from scratch, leave the third field blank.

• Clone minimizes user data entry. The function still allows for changes. **Best practice:** Review all data when cloning.
Summary of Request

- Always required per Georgia Tech business processes

Position Data

- New Positions- Always use the beginning of the pay period from the first day worked.

- Changes- Refer to position action reason list

- Effective Date
  - Which effective date should I use?
  - Always use the beginning of the first day worked
Job Information

• Search for and select the Job Code first. This will auto-fill Official Title, FLSA Status and Regular/Temporary.

• Pay Group: select the appropriate pay group from the choices available.

• Pay group should align with the other data fields you have selected.

• Unfamiliar with pay groups? Not sure?

• Knowledge Article: How Do I Determine What The Compensation Frequencies Are Per Pay Group?
Work Location and Details

- The Department and Location Code are required fields.
- Mail drop is located on the position.

- Standard Hours for Graduate Students are 20 hours or less.
Salary and Funding

• Select the Chartfield Details hyperlink to begin adding funding (required).

• If you do not know the funding code(s), your department finance representative can provide you with the correct code(s) for the transaction.

• The Proposed Budget and Salary fields are not required.
All combo codes (e.g., funding sources) for the institute are visible to the initiator.

You can search by the combo code number, description, short description, or more advanced options.
Combination Code (cont’d)

- Enter the Percent of Distribution (total must equal 100).
- If you need to split the funding across multiple combination codes, select the plus (+) icon.
Job Profile

• Job Profiles are equivalent to a job description.
• Preferred qualifications for hiring can be facilitated through Careers with your Talent Acquisition consultant.
Job Profile - Position Data

- The position data fields auto-populate from the job profile.
- If you need to edit any of the fields, indicate your changes in the comments.
- Any changes to the job description are vetted by compensation and subject to approval.
Final Sections

• If you need to add or update the Background Check Package, Job Duties/Effort, or the Attachments sections, select the drop-down arrows for more details.

• The background check package selected will feed into Careers. If not selected in Add Position transaction, it can be added at job posting.
Job Duties are equivalent to job responsibilities and must equal 100%.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Short Descr</th>
<th>Percentage</th>
<th>Duties / Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Job Duty 1</td>
<td></td>
<td>Perform wordprocessing, fax and copy documents.</td>
</tr>
<tr>
<td>Edit</td>
<td>Job Duty 2</td>
<td></td>
<td>File documents.</td>
</tr>
<tr>
<td>Edit</td>
<td>Job Duty 3</td>
<td></td>
<td>Receive and refer phone calls; greet and direct office visitors.</td>
</tr>
<tr>
<td>Edit</td>
<td>Job Duty 4</td>
<td></td>
<td>Sort and distribute mail.</td>
</tr>
<tr>
<td>Edit</td>
<td>Job Duty 5</td>
<td></td>
<td>Update basic databases.</td>
</tr>
<tr>
<td>Edit</td>
<td>Job Duty 6</td>
<td></td>
<td>Perform mail merges.</td>
</tr>
<tr>
<td>Edit</td>
<td>Job Duty 7</td>
<td></td>
<td>Schedule routine meetings and appointments.</td>
</tr>
<tr>
<td>Edit</td>
<td>Job Duty 8</td>
<td></td>
<td>Obtain supplies for work unit.</td>
</tr>
<tr>
<td>Edit</td>
<td>Job Duty 9</td>
<td></td>
<td>Perform other related duties as assigned.</td>
</tr>
</tbody>
</table>
Approval Workflow

• After selecting the Save & Submit button, the approval workflow populates on the bottom of the page.
• Select the “Multiple Approvers” hyperlinks to view the list of approvers in the pool.
• Select the plus (+) icon to add ad hoc approvers or reviewers, if needed per business process.
Common Transactions for Graduate Student Employment
Types of Graduate Student Employment Transactions

• The following are some common transactions used for Graduate Student Employment:
  • Direct Hire Form
  • Onboarding Process
  • MSS Post-Hire Transactions
    • Pay Changes
      • Ad-Hoc Salary
      • Supplemental Pay
    • Transfers
    • Terminations and Extensions
Student Hire Process in OneUSG Connect

1. MSS: Add/Change Position
2. MSS: Submit Direct Hire Form (If a Rehire, select the Existing Employee checkbox)
3. Workflow Approvals (Department, Faculty Affairs, etc.)
4. NEW: Position Management approves before Talent Acquisition
5. Talent Acquisition reviews & approves Form
6. TA determines background check requirements – usually not required for student positions
7. Talent Acquisition initiates onboarding, if needed
8. Equifax Compliance Center sends onboarding link to candidate
9. Candidate completes onboarding activities
10. Candidate ready for hire into OneUSG Connect

Submit up to 180 days

Takes up to 5 business days

2-3 business days

3 business days

2 business days

If a rehire (within 2 yrs), TA moves candidate to “Manage Transactions”
How to Hire via Direct Hire Form

START OF PROCESS
- Determine If Action Required for Position
- Enter Information Into Direct Hire Form
- Submit Direct Hire Form for Review and Approval
- Track Approval Workflow (Level 1 & 2)
- Track Approval Workflow (Level 4)

Generate GTID and GT Username
2-3 Business Days

Review Transaction Info to Finalize Candidate

Complete Onboarding Paperwork
Initiate: 3 days
Submit: Up to 180 days

Conduct Background Check
3-5 days
(some exceptions)

Track Approval Workflow (Level 5)

Notify New Hire of Process Completion

END OF PROCESS

LEGEND:
- DEPARTMENT ACTION
- CENTRAL OFFICE ACTION
- VENDOR & CANDIDATE ACTION

Interactive Process Map (Scroll to the bottom of the page to locate the map and additional job aids)
Direct Hire Form

- Accessible by Provisioned Initiators
- GT/USG students:
  - Hires (Includes Affiliates)
  - Rehires
  - Add concurrent job
- Do not use to:
  - Terminate assignment
  - Extend assignment
  - Salary change requests
- Do not use for Non-USG students:
  - Tech Temps
  - Careers ATS
Direct Hire Form

Start date = first day in position

End date = the day after the last day worked (required for GradWorks)

Onboarding Packet = Student

Org Relation = Employee
Reminder: Accuracy is critical here. Please use legal first and last name!
Current or Previous Employee Checkbox

- Check the “Current or Previous Employee" box if the hire worked at any USG institution in the past or is currently working.
Employee ID Lookup

- Enter the Employee ID in the **Empl ID** field to locate the rehire.
- To search for the **Empl ID**, select the magnifying glass to do a Look Up by Name and Last Name.
- The system will tell you their current FTE and department, if they are an active employee.
Direct Hire Form Changes

• All Approvers (Level 1 – Level 5) can use the Direct Hire Approval Page to review their transactions
Direct Hire Form Changes

• Approvers can select multiple variables to search for transactions
  • Example: Last Name, First Name, Position Number, Pay Group, Department, etc.

• With the Release of 6.24, the following variables were added:
  • Reports to for Position searchable by name or position
  • Approval Path
  • Date Range (Submission and Hire Date)
  • Organizational Relation Relationship
  • Pending Approval level
After selecting variables, the data can be sorted by clicking on the header on any column. For example, click "Pay Group" to see pay groups in alpha order.
Legend for Approval Status Column:

- Approved = Transaction approved by all Approvers
- Denied = Transaction denied
- Pending = Transaction is awaiting review by Approver

Legend for Pending Approval Level Descri (Description) Column:

- Approver 1 = Transaction is with Level 1 Approver
- Approver 2 = Transaction is with Level 2 Approver
- Approver 4 = Transaction is with Level 4 Approver
- Approver 5 = Transaction is with Level 5 Approver
- (blank) = Transaction has been approved by all Approvers; Transaction has been "Denied"
Onboarding
Candidate moves to the Direct Hire Dashboard after the direct hire form has been fully approved by levels 1-5. From the dashboard, GTHR Talent Acquisition (TA) initiates or bypasses the background check and onboarding.

Vast majority of student assignments do not require a background check. Background checks are required if student assignment involves:
- Interaction with minors (most common reason)
- Access to secure locations

TA will notify Hiring Dept of background check results by email.

When background check is bypassed or successfully completed, TA initiates onboarding.
Onboarding is required for new student employees and rehires who have not worked in the past 2 years. Entering “Current or Previous Employee” info on DH Form prompts TA to check previous employment dates.

Onboarding invitation sent to new hire within 24 business hours.

Electronic onboarding must be completed within 180 days or by start date.

Department HR can view progress of onboarding.

Equifax notifies TA when electronic onboarding is completed.

Equifax integration moves direct hire from Dashboard into Manage Transactions queue.
Onboarding Process: View-Only Role

• View Only role in Equifax Compliance Center allows you to view:
  • New Hire contact information
  • List of onboarding documents to be completed
  • Timestamped list of completed onboarding documents

• Role assigned to Department HR:
  • HR Business Partners
  • HR Representatives
  • HR Contacts

• PRA Job aid: Onboarding: Compliance Center HR View Only
GT Credentials

• OneUSG Employee ID
  • Generated by creation of new employee record in OneUSG Connect
  • Employee record and job record created by GTHR Position Management

• GT ID
  • Identity mgt process discovers new employee record & checks Banner
    • If no match, GTID created
    • **If one match, no GTID created (GT students)**
    • If multiple possible matches, GTID manually verified by BuzzCard Center

• GT Extended Systems
  • GTID passed to other systems (e.g., MAGE) over subsequent business days
View GT Credentials

- IAT Dashboard
  - Identity & Access Management Administrative Tools (IAT) Dashboard
  - Granted to Provisioned Initiators, Dept HR, GTID Requestors
  - View of identity information from multiple sources

- GTID is also available in these systems:
  - Banner (immediately)
  - GTED (few minutes)
  - IAT (few minutes)
  - PeopleSoft, GT Badge Table (few minutes)
  - DWPROD (hourly)
  - EDWPROD (daily)
Key Points

- Remind students that they’ll receive two emails from Equifax: one with the link and another with the temporary password.
  - Sender is donotreply@equifax.com (check spam filter)

- After student completes online hiring paperwork, they must complete onboarding at one of the following:
  - Student Onboarding Event: August 18-20, 9am-4pm, Clough/CULC
  - In person appointment at GTHR 500 Tech Parkway

**If working remotely outside of Atlanta metro area:**
- Remote in-person completion of onboarding (I-9 part 2 and GA Loyalty Oath)
  - Visit notary
  - Physically mail notarized copies of ID documents and GT Security Questionnaire
  - To: 500 Tech Parkway NW, Atlanta, GA 30332-0435, Attention: Onboarding Team
  - More information: https://hr.gatech.edu/remote-onboarding
Manager Self-Service (MSS)
Pay Changes
Transfers
Terminations
Pay Changes
Types of Pay Changes

**Ad Hoc Salary Change Request** – Change to base salary of employee

Business Case: A School Chair decides to increase the rates of all GRA’s.

---

**Supplemental Pay Request** – Compensation received for work that is significantly different than their normal job duties and/or outside their home department.

Business Case: A GRA receives an award.
Pay Changes - Keys to Success

Comments are essential.

- Use comments to clearly convey the justification of the change in base pay or additional pay.
- Comments should include context for central level approvers.

When submitting attachments, do not include documents that contain information and names of other employees.

Use the correct action reasons.

In Range Adjustment for increases to base pay (only option for students)

Effective date should be the first day of the pay change.

Does not need to align with the pay calendar.
Ad Hoc Salary Change Request

- Effective date should be the first day of the pay change.
- Select a Reason Code:
  1. Compression Adjustment (not used)
  2. Equity Adjustment
  3. In Range Adjustment
  4. Job Reclassification
  5. Market Adjustment
  6. Merit

**Business Case:** Graduate student is doing an MS/PhD program and has "finished" the MS and is only working on PhD courses. Receives increase of monthly salary from $1500 to $2200.
Supplemental Pay - Student Awards

Two ways to submit:

1. For active GT student employees:
   - Submit through MSS Supplemental Pay transaction
   - Use Employee Award or Student Temp Assignment Supplemental pay code
   - Complete Student Award Payment Form and attach to transaction (make sure it does not include information related to other employees/students)
   - Student transactions workflow is the same as all supplemental pays

2. For inactive GT student employees:
   - Student was active at the time of the supplemental pay but is not active as of today.
   - Submit a ticket through Service Now for payroll to process payments

3. Non-employee student award payments:
   - Request through Accounts Payable
   - Incentives and Awards

**NOTE:** Submit your transaction and allow for all levels of approval by the end of fiscal year deadlines based on the fiscal year of the award’s funding.

6/21/2021

How Do I Submit A Supplemental Pay Request For My Employee – Job Aid
Transfer Transaction
Intra-Institutional Transfers Action Reason

• This type of transfer is moving an active employee from one position number to another position number between departments (or same dept) within the same institution
  • Submitted through MSS Transfer transaction

• Examples of an Intra-Institutional Transfer:
  • GTA moving from one position number in department X to another position number in department Y
  • GRA moving to new position in same department to support a different faculty member
Prerequisites

Prior to initiating the transfer transaction:

- Review and verify that the new position the employee is transferring to and complete and accurate
- Decide if a salary adjustment is needed for this transfer and if there is a compensation frequency change
- Verify that you have access to the employee
Step 1: New Dept - Validate all position attributes (i.e. Pay Group, Reports To).

Step 2: New Dept - Is the employee active? If yes, continue to Step 3. If NO ➔ The employee cannot be transferred. They must be hired or rehired via the Direct Hire Form. Do not continue through this process.

Step 3: New Dept: Do you have access to the employee? i.e., Can you submit the transfer? If YES ➔ Submit the transaction to transfer the employee from their current position to the new position in your department. Process is complete. If NO ➔ Continue.

Step 4: New dept - Contact an HR Representative from the current dept to provide them the needed information for the transaction: Effective date, action reason, position number, salary change (if applicable), and comments

Step 5: Current dept - Initiate the MSS Transfer using the information you received from the new dept.
When To Use Transfer Transactions

- When your security allows you to initiate a transaction for the selected employee
  - Note: All GT positions are available for selection in the transaction.

- When an active GT employee moves to a new position **without** a break in service

- Do not reclassify student positions; use transfer to move to new job code
  - Repurpose existing positions where possible; if not possible, create new position with new job code

- Do not use Direct Hire Form
  - Used for hires and rehires **ONLY**
When the transfer is between departments...

- **Communication is Key**
  - Collaborate with provisioned initiator of employee’s current department or current manager

<table>
<thead>
<tr>
<th>New Department Responsibilities</th>
<th>Current Department Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate Position Details</td>
<td>Initiate Transaction timely</td>
</tr>
<tr>
<td>Provide transaction information</td>
<td>Use provided information in transaction and ask for clarification if needed</td>
</tr>
<tr>
<td>✓ Effective Date</td>
<td></td>
</tr>
<tr>
<td>✓ Action Reason</td>
<td></td>
</tr>
<tr>
<td>✓ Position Number</td>
<td></td>
</tr>
<tr>
<td>✓ New Salary (if applicable)</td>
<td></td>
</tr>
<tr>
<td>✓ Comments</td>
<td></td>
</tr>
<tr>
<td>✓ Ad Hoc Approver</td>
<td></td>
</tr>
</tbody>
</table>

• Failure to collaborate and communicate may delay approval of your transaction and negatively impact employee’s time reporting and pay.
To initiate the transfer in OneUSG:

1. Select Yes/No to indicate if a salary change is needed
2. Enter the effective date of the transfer – this is usually the first day the employee begins the new position *
3. Select the appropriate action reason
4. Select the position number that the employee is transferring into

*May be at beginning of academic calendar
MSS Transfer – Compensation Details

• To make changes to the employee’s base salary, enter either change percent, change amount or new amount

• The new base amount will update based on values in change percent or change amount

• PLEASE NOTE: If the transfer results in a compensation frequency change, enter the new salary based on frequency designated on salary page.
MSS Transfer – Review Transaction

Before submitting the transfer transaction:
• Review the changes to data elements and compensation, if changed.
• Include detailed justification in comments.
• If transfer results in compensation frequency change, confirm new frequency and salary in comments.

Approval Workflow:
• When transferring between departments, the workflow automatically includes approvers from the new department.
• Approvers from current department are not included in the workflow.
Transfer Business Case

GRA transferring from School of Aerospace Engineering to School of Civil Engineering. It is 8/12/2021, and the employee will start their job in Civil Engineering on 8/23/2021.

- Civil Engineering validates new position details
- Civil Engineering HR Rep contacts Aerospace Engineering’s HR Rep
- **Aerospace Engineering initiates MSS Transfer Transaction**
Extensions and Terminations
When to do an Extension and Termination

• Extensions: When an assignment has been extended for a longer period of time than originally assigned. The day after the last day worked.

• Termination: The graduate student is no longer employed. The day after the last day worked.
MSS Termination Transaction

• Select the new effective date
  • The day after the last day worked.

• Select End of Student Employment (specifically used for students)
  • Do not use End Semester Appointment

• Explain the change in comments

• Review & Submit
Resources
ServiceNow, Job Aids, Next Steps
ServiceNow
Submit Student Hire Ticket to ServiceNow

DHF transaction appears “stuck” for more than 5 business days at level 4 or 5.

Student has not received Equifax onboarding emails and it has been more than 48 hours since the new hire transaction approved at level 5 of Direct Hire Form

Job Data has not been updated and it has been more than 5 business days since rehire was approved at level 5 of Direct Hire Form

If a student is active in Job Data but missed a paycheck.

If the student is owed back pay, the employing department should submit an Off-Cycle Pay request.
Tips for Submitting Tickets in ServiceNow

Ideally hiring department should submit on behalf of student

For general questions, we recommend first searching the knowledge base

One student/employee situation per inquiry

Describe the root issue in detail; try to avoid unusual acronyms

Student’s GTID# and Supervisor’s Name should be included

Include DHF transaction # if appropriate
Resources
Key Links

- Graduate Studies
- Student Employment Web page
- Payroll Web page
- Key Business Process Maps
- Onboarding: Compliance Center HR View Only
- IAT Dashboard
- Position Action Reason Matrix
- AdminX
- Incentives and Awards
- Training Calendar
Visit ServiceNow and enter the following question in the search bar:

• How Do I Submit a Termination Date or Extend an Assignment?
• How Do I Submit a Hire Through the Direct Hire Form
• Changing Pay Group for Student Employees - Reduced Credit Hours
• How To Submit An Intra-Institutional Transfer
• How To Apply For A Refund From GDCP
• How Do I Withdraw A Direct Hire Form Request?
• How Do I Resolve "Candidate Is Currently In The Approval Process" Alerts?
• How Do I View My Transaction Status?
• How do I Approve or Deny Transactions through the Approvals Tile? (Job Aid)
• How to use the Query Viewer?
Recorded Webinars

- Recruiting and Hiring for Staff
- Position Management
- Commitment Accounting
- Direct Hire
- Time and Absence Webinars
Grad Resources

GT GradWorks
• Updated GT GradWorks Training Guide, instructions for approval chain requests:
  
  http://grad.gatech.edu/GTGradWorks

General questions:
• Corey McAllister
Office of Graduate Studies
• corey.mcallister@grad.gatech.edu
Student Employment Resources

Enhanced Student Employment Website
• NEW Resources for Hiring Departments
  • Updated Student Hiring Took Kit Items
  • Fall 2021 Hiring Timelines
  • Updated New Hire Offer Letters
  • New Rehire/Transfer Offer Letters
  • Student Communications Archive
• New Resources for Student Employees
  • Updated Canvas Student Employee Onboarding Tutorial
  • Student 2021 Payroll Calendar
  • Understanding Your Pay Statement Resource Guide
  • Understanding GDCP Resource Guide

GTHR Support Center – Fall Employment
• To address questions about the OneUSG hiring process and provide real-time assistance on any fall employment issue
• Staffed by GTHR employees, available via Microsoft Teams

June 30, 2021 9:30 AM – 11:30 AM
July 8, 2021 2 PM – 4 PM
July 19, 2021 9:30 AM – 11:30 AM
August 3, 2021 2 PM – 4 PM

https://ohr.gatech.edu/student-employment
Next Steps

Visit services.gatech.edu for Job Aids, FAQs or videos.

Visit the OneUSG Connect help tile or services.gatech.edu to submit a ticket for assistance or report an issue.

Contact the OneUSG Service Desk Monday-Friday from 8:00 am-5:00 pm ET for assistance with time sensitive issues at 404-385-5555.

6/21/2021
THANK YOU