OneUSG Connect: Student Transactions Training
Safe Harbor

The information delivered within this presentation was originally published on July 1, 2020.

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

- Student Hire Types & Process Overview
- Student Employment Function and Preparing for Fall Semester
- Student Hires (Sections I – IV): Student Assistants, FWS, Graduates, Interns and Visiting Research Students
- Managing Position Numbers: Reclasses, Funding, and EDR
- Direct Hire Form, Background Checks, Onboarding, & Credentials
- Post-Hire Student Employee Transactions: Extensions, Transfers, and Pay Changes
- New Process: Student Employees with Reduced Course Load (all academic terms)
- Reports & Queries
Student Hire Types & Process Overview
Student Hiring Process Overview

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

| Job Code: 900X01 | Pay Group: 03T (or 03C) |

**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: Marla Bruner*

| Job Codes: |
| GA hourly: 909X01 |
| GA monthly: 905X02 |
| GRA: 907X01 |
| GTA: 908X01 |
| Pay Group: 03G |

**Visiting Research Students**
GTHR Talent Acquisition
*Process Owner: Charvette Webb*

| Job Code: 900W01 | Pay Group: 03C |

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**Provisioned Initiator Actions**

1. Position Management: Review existing position, create a new position, or edit a position's attributes

2. Hire or rehire via Direct Hire Form OR Transfer via MSS

3. Post-Hire MSS Transactions: Pay Changes, Extensions, etc

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Verify FWS Eligibility

Submit GradWorks hiring request to ensure academic eligibility

Submit background check
Module 1

GTHR Student Employment & Fall Semester Timeline

Hire Type: Student Assistants

Module 2

Hire Type: Federal Work Study Students

Other Hire Types: Interns & Visiting Research Students

Module 3

Position Management: Position Funding, Express Direct Retro (EDRs), and Reclassification

Direct Hire Form, Background Checks, Onboarding, and Credentials

Module 4

Post-Hire MSS Transactions: Pay Changes, Extensions, Transfers

Reports & Queries

Module 5

New Process: Student Employees with Reduced Course Load

Module 6

Student Employee Reported Time and Manager Approvals

Specialized Topics

Prerequisites: either Module 1 or 2

OneUSG Connect Actions

Prerequisites: either Module 1 or 2

Student Employment Basics/Fundamentals

Student Employment Basics/Fundamentals

Hire Type: Graduate Student Employees and Fall Semester Timeline

Student Employment Function
Student Employment Function

• Diana Robert, Student Employment Manager
  o Student Employment Coordinator position to be hired
• New unit within GTHR - as of March 1, 2020
• Dedicated to supporting GT student employment across the Institute
• Centralized point-of-contact, providing human resources guidance and support to GT student employees, their managers, and campus hiring departments
• Developing new policies, procedures and guidelines around student hiring, onboarding, compensation, job descriptions, etc.
• Student Employment web page
Initiatives & Events for Fall Semester

• **On-Campus Employment workshop for first year students**
  - Live (possibly remote) during *Week of Welcome*
  - Partnering with Student Center

• **Training module in Canvas for newly-hired GRA/GTA/GAs**
  - Equifax Compliance Center – online 'hiring packet' documents
  - GLACIER tax compliance for foreign national student employees
  - General campus employment practices and resources
  - Directions for required in-person final step of onboarding (I-9 Section 2)

• **GradHiring 2020**
  - August 12-13 CULC/Clough - with physical distancing
  - Much different than other years - most "paperwork" now online
  - Focus on in-person ID verification (I-9 Section 2) & Security Questionnaire
  - Some Foreign National support (GLACIER and Social Security #s)
# Timeline for Fall Semester Hiring

<table>
<thead>
<tr>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
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<tbody>
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</tbody>
</table>

- **Create/Modify Fall Student Positions in OneUSG Connect**
- **On-Demand Student Transaction Webinars Available**
- **Direct Hire Form Submitted and Approved by Levels 1 & 2 (Due 7/23 for Bi-weekly New Hires/Rehires starting week of 8/17)**
- **Direct Hire Form Submitted and Approved by Levels 1 & 2 (Due 7/23 for Monthly New Hires/Rehires)**
- **Transfer Request Submitted for Active Employees**
- **Graduate Student Employee Transactions Live Webinar (Week of 7/13)**
- **Non-Graduate Student Employee Transactions Live Webinar (Week of 7/20)**
- **New Hires Complete Equifax Compliance Center Documents (No later than 8/8)**
- **GRA/GTA Hiring Cutoff to make the 8/31 August Monthly Payroll: 8/3**
- **Bi-weekly Pay Processed: 8/10 (Payday 8/14)**
- **New Hires Complete I-9 Section 2 In Person (Grad Hiring Event 8/12-14)**
- **Bi-weekly Payroll Date: 8/14**
- **Monthly Payroll Processed: 8/19**
- **Deadline for GRA/GTA Hires to be Initiated + Deadline for GRA/GTA Tuition Waiver Entry in Summer: 8/21**
- **Bi-weekly Pay Processed: 8/24 (Payday 8/28)**
- **Bi-weekly Payroll Date: 8/28**
- **Monthly Payroll Date: 9/31**
- **Bi-weekly Pay Processed: 9/4 (Payday 9/11)**
- **Deadline to Request VP 가지고는 Approval of Late GRA/GTA Hires: 9/8**
- **Bi-weekly Payroll Date: 9/11**
Hiring, Rehiring, & Concurrent Hires
Student Assistants (Section I)
Definition

• Student Assistant (SA): USG undergrad or graduate student, paid hourly (not eligible for any tuition waivers)
  • Primarily used for students enrolled in ≥50% course load (pay code 03T)
  • Title also applies to students with temporarily reduced (0-49%) course load during any academic semester (use pay code 03C)

• Things to remember:
  • Undergrads enrolled ≥50% cannot work more than 20 hours/week
  • GTRI student employees can be concurrent - they just need to be on two different employee records to review their time entries
  • Resident Assistants: job code 900X02 - exclusively used in housing for RAs
Hiring, Rehiring, & Concurrent Hires: FWS (section II)
Definition

- The Federal Work-Study (FWS) Program provides funds for part-time jobs that allow students to earn money needed to pay for educational expenses. FWS awards are a form of federal financial aid. Positions are available both on and off campus. Students are encouraged to find positions that provide work experience in their field of study or provide valuable service to the community.

- For students to be considered for an FWS award, they must complete the Free Application for Federal Student Aid (FAFSA) and the Georgia Tech Application for Scholarships and Financial Aid (GT APP) each year by the posted deadlines.

- The funding for majority of the FWS positions are split 75/25. Only community service-based positions receive 100% funding from FWS.

- For other questions regarding FWS, please contact fws@finaid.gatech.edu.
Updates & Tips

• FWS students (901X01) should always be hired for Fall/Spring term (if they are beginning in the Fall)
• Availability of Summer FWS is not always guaranteed
• All FWS students must be hired with an EOA (term) date. Fall: 12/12 Spring 5/7
• All FWS student transactions must start at the beginning of a pay period.
• Timothy Mention should be added as an ad hoc approver on ALL transactions regarding FWS students (pay increases, termination, transfers to BWS, funding changes, supervisor’s updates, etc.)
• We are requesting that FWS students work a minimum of 10 hours per week. Also please remember that students can only work 20 hours per week and only have one FWS position.
Updates & Tips

• Supervisors are responsible for monitoring their student’s wages. We do have a spreadsheet that you can request that will help you with monitoring.
• All concurrent hires must be approved by the FWS Manager.
• All FWS students must have position funding set up at a 75/25 split: 75% will be FWS combo code and 25% will be your department combo code
• 100% CEISMC and 100% Jumpstart students do not have a split.
• Students that exceed their allocation will be charge to the department’s account, if we cannot increase the student’s award. We will inform the student and the Supervisor of any FWS award increases.
FWS Issues

1. Position Funding issues for FWS
   • Split funding
   • Combo codes on the position (missing or incorrect)

2. Transferring Issues
   • Moving FWS students to student assistants once they reached their allocation or at the end of the Spring:
     • Since it’s a new job code (900X01), transfer to a new position
   • If award is not used up by end of semester, it would not roll over to summer.
Hiring, Rehiring, & Concurrent Hires
Graduate Hires
(Section III)
Guidance on GTA/GRA

• One appointment per semester as a GRA or GTA

• Students may be hired as a Graduate Assistant and Graduate Research/Teaching Assistant but not as a GRA/GTA concurrently

• If student is hired as a GTA and GRA concurrently, this will over-calculate tuition remission

• Effective date on position funding should be beginning of pay period
Graduate Student Hiring Categories and Definitions

• 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.

• Hourly Graduate Assistants:
  • Incumbents moved to new job code: 909X01
  • No changes will be made to salaried graduate assistants

• Monthly Graduate Assistants:
  • 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.

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

• 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.
GAs and Reduced Course Loads

- If there is no degree-applicable course work available for the student to take in summer (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 a SA if the student will not be enrolled in summer but will return for the next semester.
  3. As a Tech Temp if the student will not be enrolled in summer and will not return for the next semester.
Late Hiring; Additional GRA/GTA Policy

• See policy on final-semester PhD students

• Hiring is late after the close of Phase II of registration for any semester

• Fall 2020 GRA/GTA hires and waiver entry in Banner should be done by August 21, 2020

• Late hire requests are subject to VPGEFD review up until the cutoff for GRA/GTA waiver entry in Banner; Late hires should only be requested for unusual, urgent circumstances

• No GRA/GTA waivers are to be entered into Banner after the cutoff; Cutoff date for each semester will be communicated by OGS

• Fall 2020 GRA/GTA waiver entry cutoff date is September 8, 2020

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.

Request changes: 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 need 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

• Do you already have a position number for this appointment?

• Does the current appointment have a term date?

• Does the student have any other existing appointments?

• Is the appointment type, percent time, funding source, or rate changing?

• Is the student working in another department?
Things to Consider

• Does the funding source reside in another department?

• Who will initiate/approve in Gradworks and who will initiate/approve in OneUSG Connect?

• What will be the student’s status the following semester?

• How will the information be solicited from the faculty?

• How does the student plan to register (full time, part-time, etc.)?

• Will the student work for the full semester?
Student Transactions – Job Codes

Some were recently changed; see below for the new 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>900X02</td>
<td>Resident Assistant</td>
<td>Student</td>
<td>03T</td>
<td>Hourly</td>
</tr>
<tr>
<td>900T01</td>
<td>Student Assistant (PURA)</td>
<td>Student</td>
<td>03T</td>
<td>Hourly</td>
</tr>
<tr>
<td>901X01</td>
<td>Work Study</td>
<td>FWS</td>
<td>03W</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>
</tr>
<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; covered later
Timeline for Fall Semester Hiring

- GradWorks Transactions should be entered once the OneUSG Connect position is created or modified.
- Tuition Waivers for GRAS & GTAs should be entered as early as possible in the process.
- August payroll cutoff is 8/03.
- Hires initiated in GradWorks & tuition waiver entry in Banner should be completed by the close of Phase II registration on 8/21/20.
- Late hire request deadline is 9/8/20.
Hiring, Rehiring, & Concurrent Hires: Interns and Visiting Research Students (Section IV)
Guidance on Student Internships

• If an employer is the "primary beneficiary," the intern is considered a paid employee under the Fair Labor Standards Act and entitled to minimum wage.

• Unpaid internships are legal if the intern is the "primary beneficiary" of the arrangement.
  • Seven-point Primary Beneficiary Test for Unpaid Interns and Students (https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs71.pdf)

• The unpaid educational internship program may allow stipends if:
  • The program meets all the requirements under applicable federal and state law for the unpaid educational internships; and
  • The stipend reimburses nominal expenses (like meals or transportation expenses) rather than pays for work performed
  Note: expense reimbursements must comply with USG guidelines.
Visiting Research Students

- Visiting Research Students (VRS) are students at non-USG schools, temporarily being paid to conduct research at GT.
- They are not entitled to student exemptions as GT.
- Instead, they are hired and treated similarly to Tech Temps (pay code 03C).
- If a research student is from another USG school, they should instead be hired as a Student Assistant.
- OFA no longer owns the process and is no longer part of the approval path. GT-Tracs is no longer needed.
- Reminder: VRS technically not a student position. Should go through the staff/tech temp hiring process.
Position Management: Change Position Funding, EDRs, and Reclasses
Position Funding Pitfalls

- Effective dates - not selecting the beginning of a pay period, unnecessarily alignment w/ hire date
- Approving transactions - When to ad hoc and whom
- Concurrent hires and split funding
  - If in same dept: if two funding sources w/ two diff managers, need to have two separate position numbers
- Reporting and approving time to incorrect worktags → a follow-up EDR transaction is needed
- Reminders:
  - If someone leaves a position and a replacement is hired, the new employee receives the same position attributes unless a change is made.
  - Effective date should be beginning of pay period, new employee start date
  - Positions funded to expired grants will encumber to suspense.
Change Position Funding: Split Fund

- Split fund any earnings line by selecting the “+” at the end of the line and enter a new combo code and percent.
- Add Earnings Codes such as OVL and enter the combo code that you want these specific earnings codes to distribute.
- Blank earnings codes will be the distribution...
Express Direct Retro Distributions

- Express Direct Retro (EDR) replaces Past Pay Period Changes
  - Correct Suspense
  - Correct Combo Code
  - Redistribute Funding from/to Grants
  - Current Fiscal Year redistributions

- Users will be able to search by multiple HR attributes to initiate or review accounting transactions
  - Employee ID or Position Number
  - Pay End Date range
  - Combo Codes
  - Ledger Accounts
  - Paycheck Number

- Only select the row(s) that need to be revised
### Position Change Action Reasons

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<tr>
<th>POS</th>
<th>POSITION CHANGE</th>
<th>Reason Code</th>
<th>Action Reasons</th>
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<tbody>
<tr>
<td>72</td>
<td>POS POSITION CHANGE</td>
<td>CON Contract Change</td>
<td>Use when an employee's paygroup changes due to a contract change.</td>
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<tr>
<td>73</td>
<td>POS POSITION CHANGE</td>
<td>DPT Department Change</td>
<td>An employee's department number on position data needs to be changed.</td>
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<tr>
<td>74</td>
<td>POS POSITION CHANGE</td>
<td>FTE FTE Change</td>
<td>An employee's FTE and Standard Hours on position data needs to be change/updated.</td>
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<tr>
<td>75</td>
<td>POS POSITION CHANGE</td>
<td>INA Position Inactivated</td>
<td>Inactivating a position ONLY</td>
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<tr>
<td>76</td>
<td>POS POSITION CHANGE</td>
<td>JRC Job Re-Classification</td>
<td>Position changes made due to position re-classification ONLY, fields changing may include Title, BCAT, Pay Group, etc.</td>
</tr>
<tr>
<td>77</td>
<td>POS POSITION CHANGE</td>
<td>FLS Fair Labor Standards Act</td>
<td>Changes to Position Data due to FLSA Mandate.</td>
</tr>
<tr>
<td>78</td>
<td>POS POSITION CHANGE</td>
<td>NEW New Position</td>
<td>Creating a New Position ONLY – not to be used to re-activate an existing position</td>
</tr>
<tr>
<td>79</td>
<td>POS POSITION CHANGE</td>
<td>NFY New Fiscal Year</td>
<td>Creating a New Position specifically for the beginning of the fiscal year.</td>
</tr>
<tr>
<td>80</td>
<td>POS POSITION CHANGE</td>
<td>REA Position Reactivated</td>
<td>A position has changed from inactive to active status.</td>
</tr>
<tr>
<td>81</td>
<td>POS POSITION CHANGE</td>
<td>RED Re-Organization</td>
<td>Position changes are made due to Department Re-Organization, fields changing may include Title, BCAT, Pay Group, etc.</td>
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<tr>
<td>82</td>
<td>POS POSITION CHANGE</td>
<td>TIT Title Change</td>
<td>Position Title is changing ONLY</td>
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<tr>
<td>83</td>
<td>POS POSITION CHANGE</td>
<td>UPD Position Data Update</td>
<td>Position data is changing, not including status or title change (i.e., BCAT, pay grade, Reports to, change in FTE that does not affect Position status, etc.)</td>
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<tr>
<td>84</td>
<td>POS POSITION CHANGE</td>
<td>JDU Job Description Update</td>
<td>Job Description is being updated for the position.</td>
</tr>
<tr>
<td>85</td>
<td>POS POSITION CHANGE</td>
<td>MGR Reports To Update</td>
<td>Reports To field on Position needs to be corrected/updated.</td>
</tr>
</tbody>
</table>

- If you make one change, the reason code must match the data you update.
- If you make multiple changes to a position, use Position Data Update (UPD).
- However, do **not** select the reason Position Data Update if you are changing job code.
- **Resource:** Position Action Reason Matrix
  - [https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0025452](https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0025452)
Reclassifying a Position

• What is a Reclass?
  • Defined as a change in the classification of an existing position
    • Includes changing a job code and may include job title and pay group
    • Use action reason code Job Reclassification (JRC)
    • Include business rationale for change in Summary of Request

• Best practice: Reclassify student positions to other student positions

• Issues:
  • Using an incorrect action reason code
  • Do not reclassify Federal Work Study positions
Direct Hire Form, Background Check, Onboarding, and Credentials
Recruitment & Hiring Lifecycle

Add/Change Position

Competitive
(Federal Work Study)

Competitive Hire or Non-Competitive

Non-Competitive
(Non-FWS Student Positions)

Post Job
Interview and Select Applicant
Extend and Accept Offer

Direct Hire Form
Submit Hire
Approval Workflow

Direct Hire Dashboard

Background Check
Onboarding Packet

Create Employee and Job
(Workforce Administration) (Update HR)

Georgia Tech Human Resources

Careers ATS

7/6/2020 University System of Georgia Institution
Student Hire Process

MSS: Add/Change Position

MSS: Submit Direct Hire Form (If a Rehire, select the Existing Employee checkbox)

Workflow Approvals (Department, Faculty Affairs, etc.)

NEW: Position Management approves before Talent Acquisition

Talent Acquisition reviews & approves Form

Candidate ready for hire into OneUSG Connect

Candidate completes onboarding activities

Equifax Compliance Center sends onboarding link to candidate

Talent Acquisition initiates onboarding, if needed

TA determines background check requirements – usually not required for student positions

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

- Accessible by Provisioned Initiators
- GT/USG students:
  - Hires
  - Rehires
  - Add concurrent job
- Do not use to:
  - Terminate assignment
  - Extend assignment
  - Perform personnel transactions
- Non-USG students:
  - Tech Temps
  - Careers ATS
Direct Hire Form

Effective Date = start date

End date is required for student positions

Onboarding Packet = Student

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

- Check the "existing employee" box if the hire worked at any institution at any time in the past or is currently working.
  - This will activate the Rehired Retiree and Empl ID fields.
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 Dashboard

• 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.

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

• TA notifies Hiring Dept of background check results
Onboarding Process

• Onboarding is required for new student employees
  • Input "Existing Employee" info on DH Form for TA to bypass onboarding

• Onboarding invitation sent to new hire within 24 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.
Onboarding Process: View-Only Role

• New role in Equifax Compliance Center allows you to view:
  • A new hire's contact information
  • A list of onboarding documents
  • A timestamped list of completed onboarding documents
  • A summary of all new hires in an associated unit(s)

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

• Communication and job aid will be sent to Department HR
Onboarding Process: View-Only Role

- View contact info, documents to complete & completed actions
GT Credentials

• OneUSG Employee ID
  • Based on direct hire, position, and onboarding data
  • Generated by creation of new employee record in OneUSG Connect
  • Employee record and job record created by GTHR Position Mgt

• 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

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

• IAT Dashboard
  • Identity & Access Mgt 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)
IAT Dashboard

John Mark Bryson
Official title: Systems/IT Architect Mgr Sr
ITI Enterprise Information Sys
138/811 Marietta Street N.W.
johnbryson@gatech.edu
404/894-6153

IAM Admin Tools
Production - Build 12

Onboarding
HCM
Data that GT feeds to HCM

GTED: johnbryson@gatech.edu
HCM: johnbryson@gatech.edu

Active Jobs
Effective Date: 04-01-2020
Department: ITI Enterprise Information Sys
Title: Systems/IT Architect Mgr Sr

Future Jobs
None

Identity Status
Onboarding process documentation

Overall status: ready

PeopleSoft Empid: Found emplid035037
GTED: Found GTID(01828) gtid_creation
Banner Banner Identity Record: Found pidm01828
Maga Maga Identity Record: Found gtid in maga.people(01828)
gted Person Object: Found GTID(01828)

7/6/2020
FAQ & Issues

• 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

• Remote processing of I-9 paperwork:
  • Challenges and security
  • If located outside of Atlanta:
    • Physically mail the notarized copy of ID
    • For students that are working remotely → have them send a notarized copy of their acceptable documents for the I-9 with a notarized copy of the GT Security Questionnaire by mail to: 500 Tech Parkway NW, Atlanta, GA 30332-0435, Attention: Onboarding Team.
Student Employee Transactions (Post-Hire)
Extensions, Transfers, and Pay Changes
Student Transactions – Post-Hire

• Submitted through MSS Transactions in Navigator or Manage Positions Tile

• To extend the termination, use MSS Transaction Termination and update the TERM date

• Use Add/Change Position to update
  • Reports To
  • Location
  • Department
  • Pay Group
  • Job Code
  • FTE

<table>
<thead>
<tr>
<th>Add/Change Position</th>
<th>Position Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Transfer</td>
<td>Change Time Approver</td>
</tr>
<tr>
<td>Termination</td>
<td>Transfers</td>
</tr>
<tr>
<td>Ad Hoc Salary Change</td>
<td>Supplemental Pay Request</td>
</tr>
<tr>
<td>Review Compensation</td>
<td>Express Direct Retro</td>
</tr>
<tr>
<td>MSS Request (Misc.)</td>
<td>Adjust Leave Balances</td>
</tr>
</tbody>
</table>
Extensions

• Extensions of employment only occur if the student employee has not been terminated. If the termination date has passed, you cannot extend employment, you will need to rehire the student using the Direct Hire Form.

• Business Case: Today is 5/1, the current termination date is 5/15/2020, I need to extend employment to 7/15/2020.
  • This is a true extension because the termination date has not passed.
  • Submit MSS Termination Request transaction
MSS Termination Transaction

• Select the new effective date

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

• Explain the change in comments

• Review & Submit
MSS Transfer Transaction
When Do I Use Transfer vs the DHF?

• Use the MSS Transfer transaction when your security allows you to initiate a transaction for the selected employee AND access to the new position number.

• If your security does not allow you to access the new position number, try working within your larger HR community to request the transfer. For example:
  • Student in the School of Mechanical Engineering is moving to a new position in the School of Civil Engineering
  • The director of the College has access to all College of Engineering positions and can initiate the transfer.

• If you cannot initiate the transfer due to security and could not work within the HR community, use the Direct Hire Form.
MSS Transfer Transaction – Job Details

Prior to initiating the transfer transaction:
1. Review and verify that the new position the employee is transferring to and complete and accurate
2. Decide if a salary adjustment is needed for this transfer

To initiate the transfer in OneUSG:
1. Select Yes/No to indicate if a salary change is needed
2. Enter the effective date (start date) of the transfer – this is usually the start of a pay period, or beginning of academic calendar
3. Select the appropriate action reason
4. Select the position number that the employee is transferring into
Intra-Institutional Transfers Action Reason

• This type of transfer is moving an 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
  • Graduate Assistant moving from one position number in department X to another position number in department Y
  • GRA moving to GTA in same department to support a faculty member
MSS Transfer – Compensation Details

• To make changes to the employee’s base salary, enter either change percent or change 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
• Attach approval documentation where applicable
Keys to Success

• Student must be actively employed. If the termination date has past, you must rehire student using Direct Hire Form.

• Initiator must have security to access new position number.
  • If not, try working within your larger HR community to request transfer
    • Example: Student in the School of Mechanical Engineering is moving to a new position in the School of Civil Engineering
    • The director of the College has access to all College of Engineering positions and can initiate transfer
  • If unable to work within your larger HR community, submit a Direct Hire Form

• Verify position details before initiating transfer or using Direct Hire Form

• Ad Hoc HR Representative from other department

• Clear, comprehensive justification included in comments
Transfer Business Cases

1. Student employed as a GRA for the summer semester, 5/16/20 – 8/15/20. The same student will be a GTA in the fall semester beginning on 8/16/20 with a salary increase.
   - Student has not terminated; current employee
   - Confirm position details of GTA position
   - **Initiate MSS Transfer transaction**
     - Transfer effective 8/16/20
     - Increase salary
   - Must submit MSS Termination transaction to update the end of student employment.

2. Federal Work Study student (901X01) needs to move into Student Assistant position (900X01). It is 5/20/20, and the employee job data indicates the end of student employment was 5/16/2020.
   - Confirm position details of Student Assistant position
   - **Initiate Direct Hire Form (Rehire)**
Pay Changes
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 student 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.

• Do not include attachments that include information and names of other employees.

• Use the correct action reasons.
  • i.e. In Range Adjustment for increases to base pay

• Use the beginning of a pay period (based on employee type) as an effective date.
  • Hourly (see payroll calendar)
  • Monthly (first day of the month)
Ad Hoc Salary Change Request

- Effective date should be the first day of a future pay period.
- 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: A student assistant assumes additional work responsibilities for a long-term special project and hourly rate increases from $10/hr to $12/hr.
  ➢ Action Reason: In Range Adjustment
Supplemental Pay - Student Awards

• Two ways to submit Student Awards
  1. Awards for active GT student employees
     • Submit through MSS Supplemental Pay transaction
     • Use Employee Award 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 award transaction workflow is the same as all supplemental pays
  2. Awards students who are not employees
     • Request through Accounts Payable

• 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.
Student Award FAQ

• How do I submit a transaction for an employee in a different department?
  • Your security access determines which employees you have access to submit transactions. If you do not have the correct security, you will need to work with a provisioned initiator in the other department to submit the transaction.

• Do I need to ad hoc an approver in workflow?
  • It depends. Student awards do not require the same ad hoc approver as staff and faculty awards. However, if you are submitting the transaction on behalf of another department, best practice dictates you should ad hoc them as an approver.

• What if the student has terminated?
  • If the award is not submitted, approved, and processed in advance before the student’s termination date, the supplemental pay request will be denied, and the award request will have to be resubmitted through AP.
New Process: Student Employees with Reduced Course Load (all academic semesters)
Process Redesign: Overview

- The old process for transitioning student employees to Tech Temp positions was cumbersome for students, faculty, and administrators alike.

- As processes were being redesigned in preparation for the implementation of OneUSG Connect, it became apparent that alternatives may exist.

- Through an integrative process that included representatives of several functions within GTHR, Georgia Tech campus stakeholders, representatives of the USG, and Huron resources, a redesigned process was developed for student employees matching an established set of criteria.

- This redesigned process will not eliminate the need to transition all student employees to Tech Temp positions but will reduce the volume of such transactions.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will the student be enrolled in the Fall semester?</td>
<td></td>
</tr>
<tr>
<td>Will the returning student's additional SA work last for more than 5 weeks?</td>
<td></td>
</tr>
<tr>
<td>How many credit hours is the student taking in summer?</td>
<td></td>
</tr>
<tr>
<td>Is the student a Resident or Non-Resident for tax purposes?</td>
<td></td>
</tr>
<tr>
<td>*Will the student be working from inside the United States?</td>
<td></td>
</tr>
</tbody>
</table>
Terminate and rehire student into a Tech Temp position if:

- The student does not plan to return/register for Fall semester courses

Example: graduating or taking two or more semesters off

Extend returning student as a regular Student Assistant (in 03T pay group) if:

- Work will last <5 weeks (IRS grace period), OR
- The student is registered for a course load of 50% or more (Undergrads = 6 credit hours; Graduate students = 3 credit hours), OR
- The student is Non-Resident for tax purposes (GLACIER determination)

*Note: Student Assistant – 03T positions must be created with maximum 20-hours

Initiate an "Add/Change Position" to change Student Assistant pay group to 03C if:

- The student will be enrolled in the fall, AND
- Is registered less than 50% course load for the summer, AND
- Is Resident for tax purposes (US citizen or Resident Alien per GLACIER)

*Note: Student Assistant – 03C replaces the old process of moving student temporarily to a Tech Temp
Undergraduate Student - Summer Employment Process

1. Will the student be working outside the United States?
   - YES: Global HR must determine if student is eligible to work
   - NO: Submit a ServiceNow request for an International Assignment Assessment

2. Will the student be enrolled in the fall semester?
   - YES: Student remains in pay group 03T for remainder of pay period during which academic term ends
   - NO: After academic term pay period ends, hire/transfer to Tech Temp position

3. Current employee who will work fewer than 5 extra weeks?
   - YES: Remain in pay group 03T (5 week IRS grace period)
   - NO: If foreign national student, confirm immigration documents extend beyond semester end date

4. Is the student registered for half time+ credit load* for summer?
   - YES: Half-time+ students can work up to 20 hours/week in default pay group 03T
   - NO: Use MSS to extend termination date through summer

5. Is the student a U.S. Resident for tax purposes?**
   - YES: Use default pay group 03T (student is not subject to FICA and GDCP)
   - NO: Use MSS to extend termination date through summer

6. Is student currently a Student Assistant?
   - YES: Use MSS – Request Add/Change Position to create or modify a position with pay group 03C***
   - NO: At end of summer, change pay group back to 03T

---

*Half-time Credit Load Minimums: Undergraduate Student: 6 credit hours

**Non-Resident Alien (NRA) F-1 students are not subject to FICA or GDCP: Check GLACIER summary page.

***Indicate in comments that student is temporarily taking a reduced course load and is ineligible for student exemptions
Summer Employment FAQs

Question

1. My current Student Assistant is graduating but I want them to work over the summer – what do I do?

2. My current Student Assistant is enrolled for fall but is not taking classes this summer. How should I hire them to work over the summer?

3. Can a student employee work more than 20 hours over the summer?

Answer

1. If the student will NOT be enrolled in the fall, they can continue in a student position only until the end of the semester-end pay period, and then must be terminated. To work longer, they must be hired as a Tech Temp, or into another non-student position.

2. In this case, they can stay a Student Assistant (SA) while not taking classes, but they become subject to FICA and GDCP taxes. A Provisioned Initiator must change the student’s pay group (03T to 03C).

3. If the student is registered for >50% credit hours, they are considered a full-time student and cannot exceed 20hrs/week. If the student’s course load is <50%, they can work up to 40hrs/week (as a SA in pay code 03C).
Questions

1. If my student is not working over the summer, do I put them on Short Work Break (SWB) or, do I need to terminate now and rehire in fall?

2. Are there additional requirements around Federal Work Study (FWS) student workers?

3. How does all of this apply to GRA/GTAs?

Answer

1. No. There is currently no SWB option for students. If your student employee is hourly and will be returning to the same position, you can leave them active (but do not submit time) over the summer. However, monthly student employees must be terminated and rehired.

2. Yes, FWS students only work during the semester dates of their award. However, they can be switched to a regular Student Assistant position during other semesters.

3. Students in GRA/GTA/GA positions must be enrolled in classes. If temporarily not enrolled, graduate students can be hired as Student Assistants (with pay code 03C)
Reports & Queries
Definitions

• **Queries**: Real-time data from PeopleSoft within OneUSG
  - Access based upon Query Viewer role
  - Results limited based on your row-level (departmental) security

• **Reports**: EDW-delivered data
  - Note: data in reports are 24 hours old
  - Reports are better suited to align PeopleSoft data with other ERP systems, such as Workday and Banner
  - Security access mirrors that of PeopleSoft query access (i.e., same departmental access restrictions)
  - There are no reports in PeopleSoft due to removal of SQR functionality
  - **Access via** [Lite.gatech.edu](http://Lite.gatech.edu)
Workcenter: MSS Tile

- Managers have access to the "System Reporting Workcenter" tile on MSS
- Frequently used queries for Managers in a central location
- Row level security
Query Viewer: Access through NAV

Need security access:
- Role level AND
- Row-level (i.e., departmental restriction)
Using Queries: Tips & Tricks

- Navigate to either MSS Workcenter or Query View
  - MSS Workcenter – already has the canned queries available
  - Query Viewer – must know the query names, can save as favorites
- Enter the required data elements to initiate search
- Run in HTML to populate results in the web viewer
- Option to download to Excel to perform further analysis – Pivots, filters for a detailed view and obtain individualized results
Available Queries

1. SSC_WF_MSS TRANSACTIONS – Query Viewer
   • Provides workflow details of submitted MSS-HR transactions (L1-L5)
   • Date Range Required
   • Company = 030

2. BOR_MSS_Transaction_Status – Query Viewer
   • Provides high level status for MSS only transactions
   • Company = 030, date range required
   • Filter for transactions type or employee name

3. BOR_WF_MSS_ADD_CHG_POSN – Query Viewer
   • Provides workflow details of submitted Change/Add position transactions
   • Date Range Required
   • Company = 030

4. BOR_WF_DIRECT_HIRE_FORM – Query Viewer
   • Provides workflow details of submitted Direct Hire Forms
   • Only includes Levels 1-5; does not include post approval processes
Available Queries cont’d

5. 030_HR_TERMS_TO_DATE – Query Viewer
   • Terminated EEs within a certain date range
   • Row level security

6. 030_HRTERM_EES – Query Viewer
   • Terminated Employees (future dated rows)
   • Enter effective date
   • Row level security

7. Funding for Position and EMPL - Workcenter
   • Search by Dept, Position, or EMPL

8. Vacant Positions by Dept/Fund - Workcenter
   • Search by Dept, Fund, Fiscal yr
Available Reports in EDW

- Future Termination Dates
  - Also includes those who have already terminated

- HR Ad Hoc Report
  - Provides a current snapshot of core HR data
  - Cannot filter by date range

- Reports To Report
  - Provides position number, job title, and who the employee reports to

- Employee ID Crosswalk Report
  - Search by GTID, legacy ID, or new empl ID
In Development

• Queries:
  • All positions and their attributes (managers, FTE, etc)
  • Transactions "Aging" and where it is in the workflow?
  • Total volume for position management
  • Total volume for MSS transactions
  • Total volume for direct hire transactions
  • List of provisioned initiators by department
Questions?
Resources
Grad Resources

GT GradWorks
• Updated GT GradWorks Training Guide: http://grad.gatech.edu/GTGradWorks

GT GradWorks:
• Jackie Strickland
  Office of Graduate Studies
  jacquelyn.strickland@grad.gatech.edu

• Approval Change requests to the GT GradWorks Service Desk, or via direct email to: gtgradworks-support@gtri.gatech.edu
Additional Resources / Job Aids

➢ How Do I Submit a Termination Date or Extend an Assignment? (Job Aid)

➢ How Do I Manage Positions? (USG Job Aid)

➢ How Do I Submit a Hire Through the Direct Hire Form (Job Aid)

➢ Changing Pay Group for Student Employees - Reduced Credit Hours (Job Aid)

➢ Student Employment web page - includes a Summer Process SOP which details the decision tree steps
Job Aids cont’d

• Complete or Renew an Affiliate Instance (Job Aid)
• How Do I Withdraw A Direct Hire Form Request? (Job Aid)
• How Do I Resolve "Candidate Is Currently In The Approval Process" Alerts? (Job Aid)
• How Do I View My Transaction Status? (Job Aid)
• How do I Approve or Deny Transactions through the Approvals Tile? (Job Aid) — note the current title is “How Do I Approve, Deny, Or Push Back Transactions Assigned to Me?”, but it will be updated soon
• How to Use Query Viewer (job aid) — note the current title is “How Do I Review Transactions That Have Been Submitted?” but it will be updated soon
Resources

Visit services.gatech.edu for Job Aids, FAQs, and self-help videos

To submit a ticket for assistance or to report an issue, visit the OneUSG Connect Help Tile or services.gatech.edu

Contact the OneUSG Service Desk, Monday – Friday from 8 AM to 5 PM for assistance with time sensitive issues at 404-385-5555