Hire a Graduate Student/Assistant/TA/RA into a Non-Posted Job

ABOUT HIRING GRADUATE STUDENTS
Often, when a job is available for a graduate student, there is also a student already available to fill the job. If the candidate is already an active graduate student and is qualified for the position, the job does not need to be posted.

Graduate students may be hired into Graduate/Teaching/Research Assistantships or into undergraduate positions. Guidelines are different for each type of position. The following Administrative Procedures may be helpful when hiring graduate students:

- Hiring Graduate Assistants (http://policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT_PROC03.html)
- Hiring a Graduate Student into a Student Position (http://policy.umn.edu/Policies/hr/Hiring/STUDENTEMPLOYMENT_PROC02.html)

This process covers creating a job record for the applicant. It does not cover other parts of the hiring process, such as verifying the I-9 Employment Eligibility form or filing a W-2 Wage and Tax form.

TUITION BENEFIT
Graduate Assistants who work more than 98 hours per semester are eligible for a tuition benefit. The benefit received is based on the job code of the position and the number of hours worked. For example, if you are hiring a teaching assistant (job code 9511) into a 25% appointment (10 hours/week), the tuition benefit percentage received will be 50% (based on Graduate School tuition rates).

When the student is hired using the step-by-step process below, a PeopleSoft process will identify that the student is eligible and will update the Student database. There is no additional work required to make this happen, but it is dependent on accurate data entry.

PREREQUISITES FOR HIRING
- The position must be already approved and active.
- The candidate must be properly registered for the minimum number of credits each semester.

Because the candidate is a registered graduate student, the candidate already exists in the system. You need to add a job instance for the candidate.

There are two pages used to hire a graduate assistant:
- Organizational Relationships
- Job Data

STEP-BY-STEP PROCESS
1. Check to see if the candidate already has an existing Job Data record. If the job record is terminated, enter the job data there without creating a new employment instance.
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2. In PeopleSoft Human Resources go to Main Menu > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance.

3. Enter the Empl ID.

4. Click <Add Relationship>.

The Job Data page displays, opening a new employment instance for the graduate student.

5. Complete the following fields within the Job Data tabs:
   a. Work Location Tab
      i. Reason – Select the appropriate Reason code.
      ii. Job Indicator – Select "Primary." If there is already a primary job, select "Secondary." Central OHR will update the Job Indicator field if necessary.
      iii. Position – Enter the position number. This populates many of the Job Data fields.
      iv. Expected Job End Date – Enter the expected end date.
         IMPORTANT! The expected end date is required for graduate students in order to properly (and automatically) calculate their tuition benefit. If this is left blank, the graduate assistant receives no tuition benefit.
      v. Verify the field content on this page.
      vi. Click the Job Information tab.
   b. Job Information Tab
      i. Empl Class – Select the Grad/Prof Student Position.
   c. Job Labor Tab
      Note: Only used for labor represented positions that belong to bargaining units 03, 04, 06, and 07. The bargaining unit defaults from the position. You do not need to populate this page.
   d. Payroll Tab
      i. Payroll Information Section
         In the rare instance that a Graduate Assistant is Absence-eligible, complete the following fields:
         2. Absence System – Select “Absence Management” if the employee is eligible and needs to be enrolled in absence management. If the employee is not eligible, leave Absence System as “Other.”
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ii. **Payroll for North America Section**
   1. **Pay Group** – Select the appropriate Pay Group based on the appointment length (not how they are paid). Graduate Assistants are usually P09 or P10, but not always.

<table>
<thead>
<tr>
<th>Employee Appointment Length</th>
<th>Pay Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 month</td>
<td>P12</td>
</tr>
<tr>
<td>9 over 9, 9 over 12</td>
<td>P09</td>
</tr>
<tr>
<td>10 over 10, 10 over 12</td>
<td>P10</td>
</tr>
<tr>
<td>Less than 9 month, student hourly, short term</td>
<td>PLH</td>
</tr>
</tbody>
</table>

2. **Employee Type** – “E - Exception Hourly” for Graduate Assistants.

iii. **Absence Management Section**

   Only update this area if Absence Management will be used.
   2. **Use Pay Group Eligibility** – If (and only if) this position uses Absence Management, deselect the checkbox.
   3. **Eligibility Group** – If the position uses Absence Management, select the appropriate group to enroll the employee in. See the Absence Eligibility Resource Document for description of each option.

e. **Salary Plan Tab**
   i. Verify the Salary Admin Plan is “G1” for graduate assistants.
   ii. The **Grade Entry Date** should match the **Position Entry Date** on the **Job Location** tab.

f. **Compensation Tab**
   i. **Frequency** (Top of page)
   ii. **Compensation Rate** – Select “H” H– Hourly Use for Hourly and Exception Hourly employees.
   iii. Click <Default Pay Components> to populate the **Pay Rates** section and to avoid potential error messages.
   iv. Click the **Pay Rates** section triangle to open that section. It may not have values in it yet.
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vi. **Pay Compensation Section**
   1. **Rate Code** – Select “HRLY” for Exception Hourly and Hourly Employees.
   2. **Comp Rate** – Enter the hourly pay rate.
   3. **Frequency** – Verify that “H” for hourly defaulted in.
   4. Click <Calculate Compensation>.
      The **Pay Rates** section of the page populates with calculations of the entered pay rate.

6. Click <OK> to save the record.

**ADDITIONAL INFORMATION**

- Never use an Academic Temp/Casual appointment for a Graduate/Professional appointment (G/PA).
- All G/PA appointments must have standard hours and an “Expected End Date” in order for the tuition benefit program to calculate.
- G/PA appointments are always Exception Hourly or Hourly.
- Set up separate appointments for jobs with different job codes, departments, or dates.
- In general, summer session appointment start dates are the first day of classes.
- G/PAs are NOT to exceed full time (40-hour week) employment.
- For consistency with the other academic employee groups, Graduate Assistants salary increases should be Pay Rate Change/Merit.