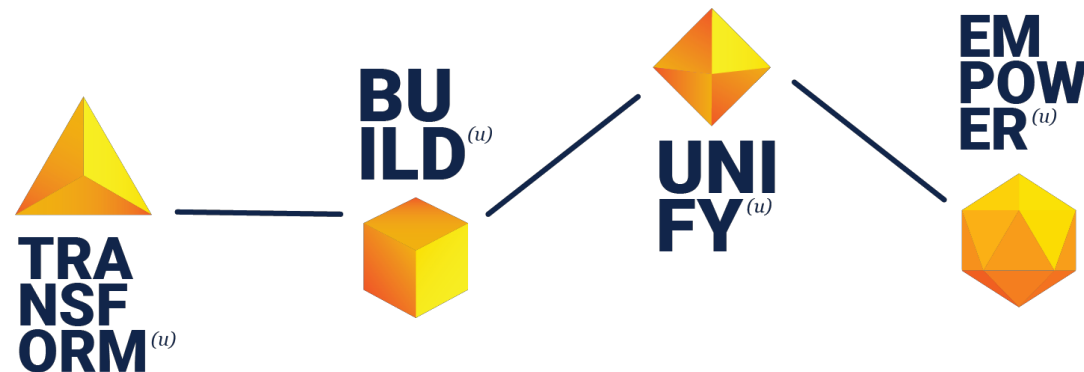


Graduate Student Hiring in GradWorks & OneUSG Connect

Webinar
April 9, 2020

**Georgia
Tech**
CREATING THE NEXT



Welcome

- Purpose of Webinar
- Presenters on the Call

Marla Bruner, Director of the Office of Graduate Studies

Terryl Barnes, Commitment Accounting Manager

Shalonda Cargill, ERP System Analyst Lead, Enterprise Resource Planning

Kashuanda Clarke, HR Info Processing Lead, HR Services

Will Jimerson, Director of HR in Ivan Allen College

Dawn Franklin, Asst Dir-Admin Ops, Chemical and Biomolecular Engr.



Summer Hires & The Impact of COVID-19

Summer Hires – GRA & GTA

- **General Policy Guidance** - GRA and GTA hiring should be treated just as any other academic term. 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 6 graded hours in summer.
 - Students 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 there is sufficient degree-related course work available for the student to take during the summer. If the student has no available course options for registration, then they may be hired as a Tech Temp.

Summer Hires - GA

MS students: If there is no available, degree-applicable course work for the student to take in summer, then the student may be hired as a Tech Temp or if the student will enroll part-time (3 graded hours), then hire as a GA.

- 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 10 hours per week or less
 - Be used in some fellowship scenarios to provide supplemental funding support

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

Additional Policy

- Final Semester PhD Students
- Late Hires – Summer Deadline is May 15
- No GRA/GTA Waivers are to be entered in Banner after June 1

Links for Additional Policy Details:

- http://www.grad.gatech.edu/sites/default/files/documents/grad_employment_enrollment_guidance_-_8-28-2018.pdf
- <https://policylibrary.gatech.edu/academic-affairs/graduate-student-enrollment-and-employment>
- <https://policylibrary.gatech.edu/academic-affairs/graduate-student-tuition-waivers>

COVID-19 Impact

- Increased need for GTAs and instructors of record
 - Internships are being cancelled
 - Offering flexibility when possible
 - Contact Grad Studies for specific challenges
- **Georgia Tech Coronavirus (COVID-19) Information**
 - Georgia Tech's [Coronavirus \(COVID-19\) Campus Response](#)
 - [COVID-19 Guidance for Prospective, Admitted, and Current Graduate Students](#) (which also includes information for the faculty and program administrators who support them) from the Office of Graduate Studies.



Commitment Accounting

Commitment Accounting

- Similar to SPD
- Reports
 - Invalid Funding
 - Employee Cost Detail
 - Project Cost Detail
- Change Position Funding
 - Future pay period change
 - By effective date
- Express Direct Retro
 - Past pay period change
 - By pay period end date

Commitment Accounting

- Fund position by effective date
 - Beginning of pay period
 - Or start date of Grant
- Funding by Position
 - Each student should have their own position
 - Changing position funding changes funding for all in position

Commitment Accounting

For more information please visit

- <https://gatech.service-now.com/hr>
- <http://www.budgets.gatech.edu/Home/CmtAcctg>



Hiring Process

Graduate Student Hiring Business Process

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, ~~hourly/salaried~~, pay group and pay frequency, standard work hours per week, location

****Insert New Job Codes for GRA, GTA, GA monthly, GA hourly****

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 ~~position management actions~~ 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 ~~paperwork~~ 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

- Eligibility check for hiring students
- Organization and preparation of data required for initiation of OneUSG transactions
- Captures all Academic approvals
- Tuition Waiver check for tracking
- Dashboard with list views and reporting on hires
- Cross-unit hiring transparency
- Compliance tool and source of data at the institute level on waivers, fellowship info, advisors, etc.

Student Transactions – Job Codes

Some were recently changed; see below for the new job codes.

Job Codes	Job Titles	GT OneUSG Pay Group
900T01	Student Assistant ~ PURA ; T indicates Research	03T
900X01	Student Assistant	03T
900x02	Resident Assistant	03T
901X01	Work Study Assistant	03T
905x02	GA ~ Exempt Duties	03G
907X01	GRA ~ Research Duties	03G
908X01	GTA ~ Teaching Duties	03G
909X01	GA ~ Non-Exempt Duties	03T

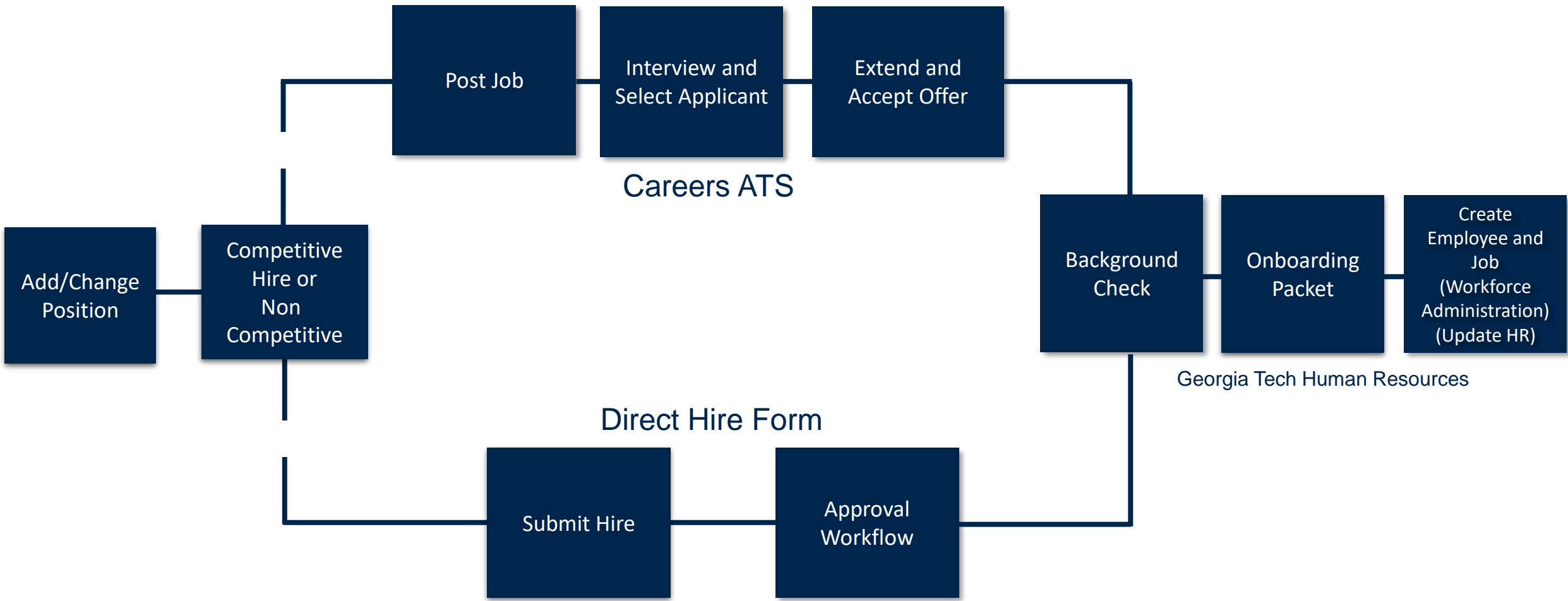


- In the current business process, GradWorks users have hired students semester-to-semester (i.e. the end date on the Direct Hire form should be the end of the semester). We know this will cause a high volume of work and have reached out to the USG for guidance.
- This means, in general, a OneUSG Connect action must follow the Gradworks action each time you are rehiring, terming, or changing an existing appointment.
- The only exception to this would be for your currently active graduate student employees. If you have existing grad student employees that have open-ended appointments and there will not be any change to their appointment (funding, appointment type, etc.), you will not need to do a OneUSG Connect action (only a Gradworks action), because they are already encumbered forward.
 - You can utilize the employee cost detail report in OneUSG Connect to determine which students are currently open-ended.
 - If there is a change to their appointment (such as a funding change or appointment type change), then you would need to do the appropriate OneUSG Connect action.
 - If you term/rehire an existing student at a later time, then you will need to do both actions.

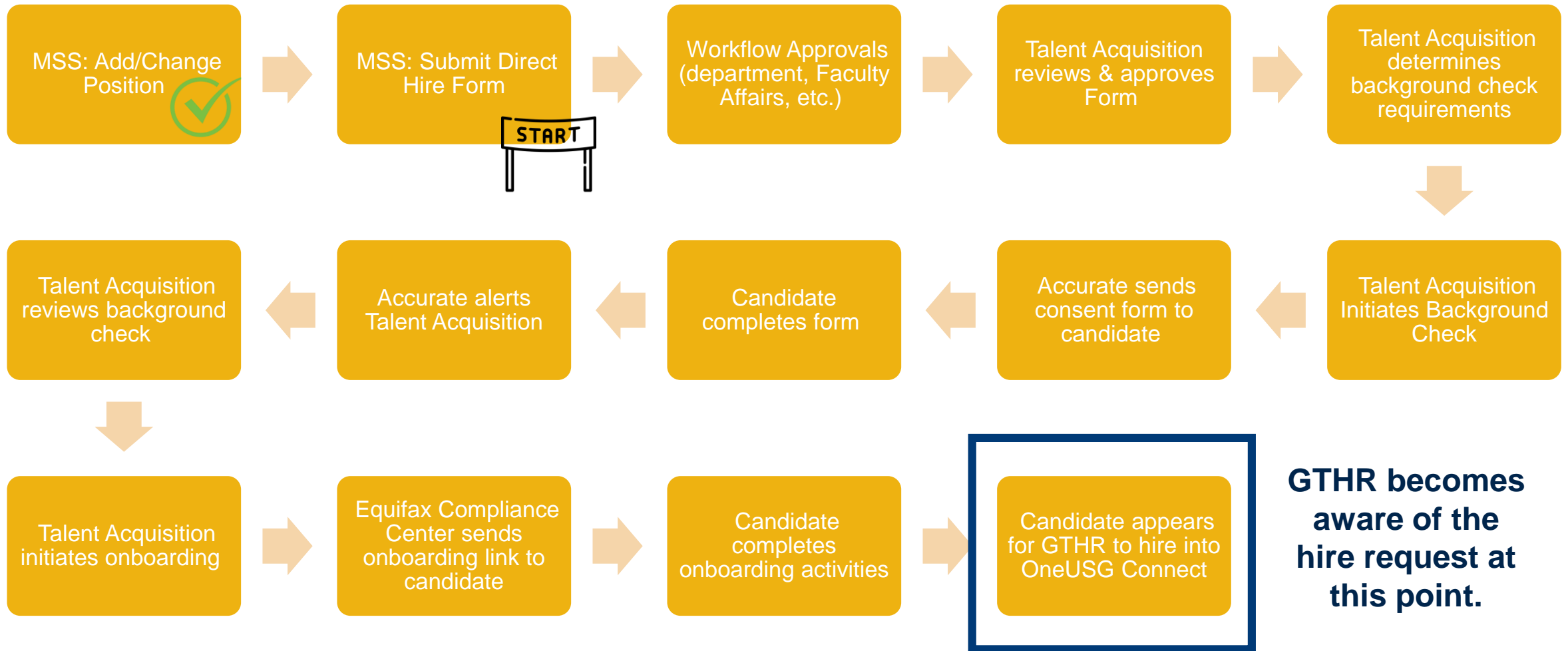


One USG Connect Direct Hire Form

Recruitment & Hiring Lifecycle



Direct Hire Process



Student Transactions - Hire

- Use the Direct Hire Form for Non-Competitive hires/rehire:
 - **Non-Competitive student jobs (undergrad and graduate)**
 - Part-time and limited term faculty
 - All Rehired Retirees
 - USG Affiliates
- Use the Direct Hire Form for all Competitive hires that will not use Careers until Phase II or III:
 - **Federal Work Study**
 - All Faculty (except for the pilot groups using Careers in Phase I)
 - Competitive student positions

Student Transactions – Post-Hire

- Maintained through My Team Tile or MSS Transactions in Navigator
- To extend the termination, use MSS Transaction Termination and update the TERM date
- To Rehire, use the Direct Hire Form

Add/Change Position	Position Funding
Internal Transfer	Change Time Approver
Termination	Security Request Form
Retirement	MSS Request (Misc.)
Promotion	Supplemental Pay Request
Demotion	Adjust Leave Balances
Reporting Change	Location Change
Ad Hoc Salary Change	Express Direct Retro
Review Compensation	Submit MSS Misc. Form

Direct Hire FAQs

- **Who will use the Direct Hire Form?**
 - Direct Hire Form is used by GT for hires outside of Recruitment (OneUSG Careers)

Hire Type	Timeline		
	Phase I - Mar. 2020	Phase II - Summer 2020	Phase III - Jan. 2021
Staff (all)	Hire via Careers		
Tech Temps (all)	Hire via Careers		
FT Faculty (non-GTRI)	Direct Hire Form	Hire via Careers	
→ GTRI (research faculty & students)	Direct Hire Form		Hire via Careers
→ Federal Work Study	Direct Hire Form		Hire via Careers
→ Competitive Student (ex. CRC)	Direct Hire Form		Hire via Careers
→ Non-competitive Student Hires (GRAs)	Direct Hire Form		
PT & Limited Term Faculty	Direct Hire Form		
Rehired Retirees	Direct Hire Form		
Affiliates	Direct Hire Form		

Direct Hire FAQs

- **What information do initiators need before submitting a Direct Hire Form?**
 - Name
 - Start Date
 - End Date
 - *****Position Number*****
- **What if I do not have a position number?**
 - You need to use the Add/Change Position transaction in Manager Self Service to:
 - Request a new position
 - Change an existing position
 - Once you have the approved position number you can submit your Direct Hire Form request.
 - **! Important:** If you initiate an Add/Change Position transaction for either a new position number or changes to an existing position number, this transaction needs to be **approved** before you submit the Direct Hire Form.

Direct Hire FAQs

- How do you extend the termination after the termination date? Is this still an extension or should it be a rehire?
 - If today is 3/25, the termination was 3/22. Should this be a rehire?
 - When trying to **EXTEND** someone who has already terminated, **YES**. This is a rehire.
 - If the person who terminated was a benefitted employee, use Rehire/ Reinstatement Within 30 days
 - Submit request via Direct Hire Form
 - If today is 3/25, the termination date is 4/1. Is this a true extension?
 - **YES**, this is a data change via a MSS Termination Transaction
 - Submit MSS Term request with new date and add comments explaining the changes

Direct Hire FAQs

- **When will I see the GTID?**
 - After it's created, the GTID will be available in:
 - Banner (immediately)
 - GTED (few minutes)
 - IAT (few minutes)
 - PeopleSoft, GT Badge Table (few minutes)
 - DWPROD (hourly)
 - EDWPROD (daily)



Things to Consider

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?

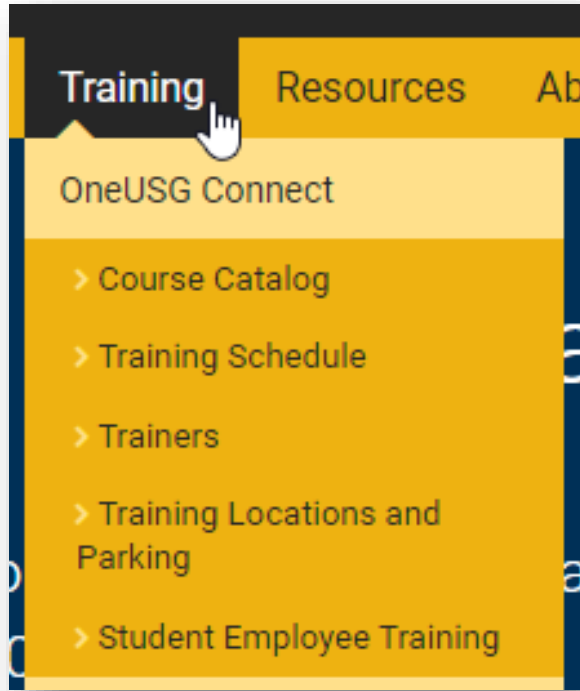
Things to Consider

- 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?



Resources & Contacts

Training

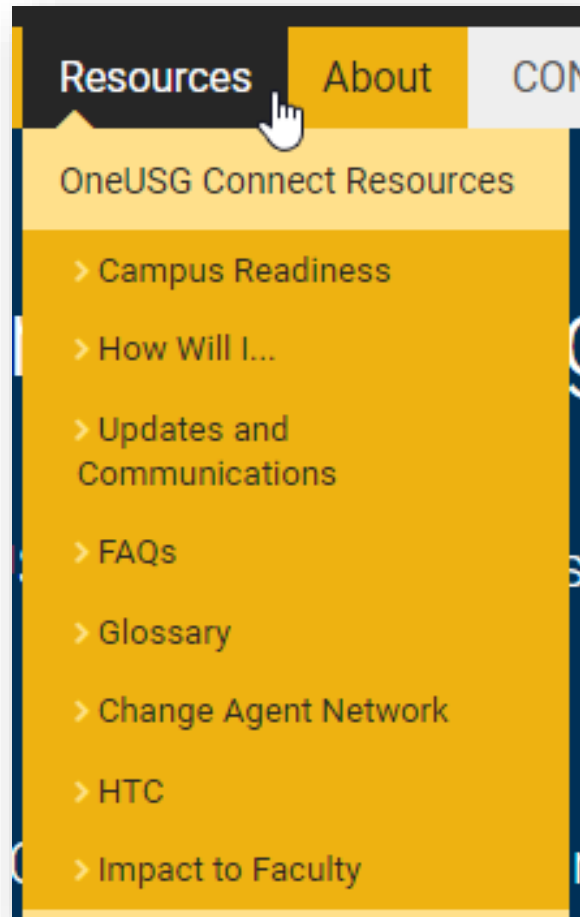


The transformation.gatech.edu website has useful information on training, including:

- **OneUSG Connect Training** – details on course updates and additions
- **Course Catalog** – descriptions of each course and links to its various offerings (live webinars, pre-recorded webinars, or web-based trainings)
- **Training Schedule** – register for upcoming live instructor-led webinars

Note: Job Aids and FAQs can be found on ServiceNow.

Resources



The transformation.gatech.edu website also has other useful resources, including:

- **Campus Readiness** – go-live checklists for employees, links to ServiceNow, and important updates for employees
- **How Will I...** – searchable Q&A on new processes in OneUSG Connect
- **Updates and Communications** – program updates and links to archived communications
- **FAQs** – links to FAQ glossary on ServiceNow

Open Labs

- Open Labs are virtual one-on-one sessions for Managers, Provisioned Initiators, and Approvers to work through transactions with our OneUSG Connect experts
- Users can request an open lab appointment by filling out an [Intake Questionnaire](#) and requesting a time slot in [Moodle](#)
- All requests will be reviewed and confirmed by our Training Team
- More information and detailed instructions can be found on the Communications and Updates page on the website [here](#)

Resources

GT GradWorks

- Updated GT GradWorks Training Guide:

<http://grad.gatech.edu/GTGradWorks>

- Approval Change requests to the GTGradWorks Service Desk, or via direct email to: gtgradworks-support@gtri.gatech.edu

OneUSG Connect

- Visit <https://gatech.servicenow.com/home> for Job Aids, FAQs or self-help videos
- Enterprise Transformation website ~ <https://transformation.gatech.edu/>

Contacts

GT GradWorks:

- Jackie Strickland
Office of Graduate Studies
jacquelyn.strickland@grad.gatech.edu

OneUSG Connect

- Visit the OneUSG Connect help tile or <https://gatech.servicenow.com/home> to submit a ticket for assistance or report an issue.
- Contact the OneUSG Service Desk Monday-Friday from 8:00 am-5:00 pm EST for assistance with time sensitive issues at 404-385-5555.

Q & A



Let's stay connected!

