

Graduate Student Hiring in GT GradWorks & OneUSG Connect

EVENT DATE: THURSDAY, 09 APRIL, 2020 - 01:00 PM to 02:30 PM

Q. Regarding this question: When you're re-using a position number, can you process a change to manager, percent time, and rate in one transaction or is that three separate transactions?, the answer was yes, but in previous trainings and in real life scenarios, this answer has been no. Which is correct?

Our department has had several of these transactions denied, and it was discussed at length in a recent training, maybe the workforce administration one. I've done 14000 trainings lately, so I can't be sure it was that one.

A. You can make all three of these updates on the same transaction - we will take a look at the training material to make sure the answer is consistent.

Happy to provide additional detail - is the confusion around the use of the Direct Hire form or the interaction between these transactions and Manager Self Service transactions like transfer

Q. How do you find someone's position #?

A. This information is located on Job Data in PeopleSoft. This can only be located under the My Team Tile in MSS

Q. Do departments have to use GradWorks to initiate hire requests in OneUSG? Or are they able to go straight to OneUsg to create the hire, if they already have all the hire info? Our dept does not, and has never used GradWorks. So this is very confusing.

It has to be in both for compliance purposes. If you are new to GradWorks please reach out to Jackie for next steps on being on-boarded to GradWorks.

Q. Is there a report available that will show employees current term date in ONE USG?

A. Kashuanda Clarke answered – I am looking into this request

Q. Is there a way to get end dates for all of the students (grads and undergrads) in our dept

A. Good question! We can follow up after the presentation to see if there is something available in EDW. There is a report which provides term dates, position numbers etc.. for employees in your dept. You can contact the budget office and they can provide it.

You can also schedule a query. You do this by selecting schedule on the query viewer screen. You will need to enter a run control. It can be whatever you want. I usually use the query name as the run

control ID also. Once you submit it, you will need to navigate to the process monitor. Navigator>People Tools>Process Scheduler>Process Monitor Once the Run Status is Success and the Distribution Status is Posted, click on the Details link. Then the View Log/Trace link. Then the BOR_CA_EDR_DATA_FOR_EDR csv link. It will then download and open in Excel.

Q. How will we know when the hiring process is complete? Will we get a notification?

A. In OneUSG there is a notification to the initiator when the direct hire transaction is complete.

Q. Do we have a date that we can start entering tuition waivers for Summer 2020? Can updated instructions be emailed? Thanks in advance

A. Yes, we can post and/or email instructions. Waivers can be entered starting on these dates-

Summer 2020 03/06/2020

Fall 2020 07/01/2020

Spring 2021 10/10/2020

Q. So, now students are going to be required to have background checks?

A. It will depend on the Job the student is performing. Some Student in roles with specific responsibilities like Camps will require background checks. Only if their position requires it. Talent Acquisition will vet the request and have the necessary steps completed. If none are needed, the request will route to the Position Management Team.

Q. When you're re-using a position number, can you process a change to manager, percent time, and rate in one transaction or is that three separate transactions?

A. This should be one transaction for Position Data Update.

Q. How do you find someone's position number?

A. Job Data page or MyTeam Tile in MSS.

Q. If you are hiring the GRA for summer and turn them into Tech temp, do we have to request background checks, etc.?

A. GTHR has a current process in place where the student will not need to be turned into a Tech Temp. If they are required to go into a Tech Temp status and they do not have a current background check then yes this would be required.

Q. If someone is working in spring 2020 but then we are rehiring for summer 2020, we can just extend?
It is not a term and rehire?

A. If the termination date has not already taken place in the system, this is a rehire via Direct Hire Form. If the termination date has not passed and they are in the same position, the termination date can be extended.

Q. Can a student who will be an NSF fellow starting June 1 be hired as a GA in summer just until May 30th, until their fellowship kicks in June 1

A. With NSF GRFP, summer starters always have their funding administered starting May 1, not June 1. Any existing spring appointment should be terminated April 30 in that case.

Q. What is the best method for moving Students in "home school" GRA position to their "work department" GRA position numbers? Does this require a direct hire form or is a transfer option available. We currently have student in homeschool position but work in another department, so we have experience issue where the work department can non pull up the employee in one USG because they do not have access to the position.

A. The student should be active in a position in their work department. This will allow the Manager to have access to the employee.

Q. Agreed, but I have student NOT in their work department position. My question is what is the best process to correct this issue?

A. They should be rehired into the correct department

Q. Where do we enter the waiver in BANNER, what screen. This has been done by college up to this point but I am taking that over for our students?

A. TSAEXPP. If you do not have access, Pam Smith can help us with that. I'll email you with some additional details, and then just let me or Pam know if you still need help.

Q. Is there a report to pull all the new position numbers for all grads by cost center?

A. Under the Managing Position Tile on MSS, there is a Vacant Position Report that can be used.

Q. What about current students who were given new position numbers instead of 328?

A. PS Job Data Page and the MyTeam tile under MSS would allow you to see this information for filled positions.

Q. To rehire a GRA for the next semester, if no details have changed, is the correct action a rehire or is the correct action to enter the termination again with the new date?

A. If the TERM date in the system has passed, this is a rehire. This was one of the scenarios provided.

Q. Does this mean every semester each student will have a background check and on boarding packets sent?

A. No, Background Checks are valid for a year. Onboarding documents are only for New Hires to be added to the system. If an employee has been terminated for over 2 years. Their employment will need to be re-verified and new Documents will be required.

Q. a student is working in Spring and continuing in Summer and have a term date of 5/15/20, should we extend the term date or rehire using the direct hire form?

A. If they are in the same role, extend the term date.

Q. How can we encumber students through the end of the year if the semester end date must be used?

A. If the student is working through the summer or through the end of the fiscal year you would have to hire them for this entire period, otherwise they are only encumbered through their hire date. Or the grant end date, whichever comes first.

Q. Will there be any kind of virtual open lab sessions where we can work one-on-one with someone if we need guidance?

A. Yes - you can sign up using the information on the Open Labs slide in the presentation we are showing now.

Q. Is it possible to have an undergraduate TA be monthly? This would eliminate MILLIONS of transactions. Note: for monthly student employees, please push very hard for the longer, possible term date. Semester by semester as you stated is extremely onerous. Thanks.

A. We are taking this back to GTHR for discussion. All undergraduate students are monthly.

Q. Is there going to be any hands on training to know exactly what goes in each blank for hire/term and commitment accounting? Need examples at least with explanations, please.

A. Go to transformation.gatech.edu and take a look at the course catalog and relevant materials.

Q. Provisioned initiators DO NOT have access to position numbers, employee IDs, etc?

A. Provisioned Initiators should have access to position numbers, etc.

Q. Where would that access be for provisioned initiators?

A. The navigation for provisioned initiators in the system is described in trainings and in Job Aids withing the transformation.gatech.edu website or service now.

Q. Can students be hired for less than a year? We're trying to hire someone for 6 months.

A. Yes, Student should only be hired for the time they will complete the paid assignment. The Start date should be the first day on the job. The termination date should be the day after the last day work.

Q. Can we use XXXX 7000 (MS Thesis) hours like we do 9000 hours for the summer even if the student isn't working on a thesis?

A. 7000 hours really should be used for MS thesis, but potentially some other course number might need to be set up (e.g., 8903 Special Problems).. depends on what work the student is doing. Are you ok with us following this up directly? I can get into more detail to help.

Q. Can foreign students (on F-1 visa) be hired as Tech Temp?

A. It depends - many F1 students are not subject to FICA due to their visa status. A Tech Temp position would lead to incorrect taxation in such cases. In some cases, a student's residency status associated with their visa may change, making them subject to FICA. As such, it is best to check with Global HR if uncertain about what to do. We are building this information into the forthcoming SOP around student employment processes for students with reduced course loads.

Q. If a grad student's title changes from GRA to GTA or vice versa - can this be done by change position in OneUSG?

A. Yes, depending on the details it sounds like this would be a Reclassification.

Q. When you say reclassification - what does this entail? These are direct hires that work either in research or teaching and sometimes in both at the same time.

A. This is a Position Change through the Managing Position Tile on MSS. You are changing the Job Code on the Student's position

Q. A GRA wants to be paid full in May but no hiring for Summer and then rehired in August. Is it possible and how and what needs to be done?

A. The employee should only be active for the period on a paid project. If the student is terminating on 5/15. The termination will need to be effective on 5/16. When they return in August, a rehire will need to be submitted by the Direct Hire Form.

Q. So basically the hiring can be only done by semester by semester? The current GRA is planning to work in our center in May and an internship in June and July. So two month pay off in summer and then she will be back in August and onwards and would like to be paid, but I guess it is not possible?

A. No, GRA an exempt employees and will continue to get paid until they are terminated from the system. In this case, the employee will need to be terminated over the summer to prevent over payment

Q. To confirm departments are to use both Gradworks and HCM to hire graduate student? Meaning the initiator must hire them in both systems?

A. A OneUSG action must follow the GradWorks action, yes, with the exception of existing grad students employees that have open ended appointments without any change to their appointment

Q. What should departments be doing to ensure that Gradworks requests submitted are actually APPROVED? And suggestions on how to do that.

A. You can log in and see the status, for those that are not in GradWorks, if you need to be added for view purposes so that you can do this, you can reach out to Marla to get this access.

Q. When you say funding change, are you talking about funding source only? Does a change include a change in the stipend amount, but all other details remain the same that will require us to do semester term dates?

A. A funding change is changing the source of where there funding is allocated to. You are changing where the salary is posted or charged to.

Q. What is a competitive student hire?

A. A competitive student hire is a hire that was posted and the student had to interview for the job.

Q. So we are supposed to use the add/change position to change reporting instead of submit reporting change request in MSS?

A. Correct! You need to use the add/change position because that changes it on the position. Using the HR Reporting Change transaction only changes the relationship on the Job and won't achieve the desired result.

Q. For staff positions, will we be covering how to hire since those positions don't require the direct hire form? Is that done through MSS?

A. That is done through the use of Careers in OneUSG Connect (if you are talking about the Taleo population). There are trainings on Careers if you would like links to the Training (can send out later)

Q. So do you need GTID or employee numbers to create positions for students who may have worked before?

A. no you do not need that information to Add or Change a position. You may not need to create new positions, you may be able to update existing positions to hire these students into.

Q. When rehiring, If funding changes mid-month (ie-from summer semester to fall semester), will the transaction post correctly now? Or will we still have to do a commitment acctg transaction (formerly SPD change) to split the funding?

A. You will need to do a change position funding transaction with a new effective date of the new hire.

Q. We have a GRA student who was termed as of 3/22 - not sure why. he should be paid through end of semester. Can we rehire him using the Direct Hire form effective 3/22/20?

A. Yes - you would have to rehire through the use of the Direct Hire form assuming that the student was working the entire time.

Q. If a student is graduates in May and will not be enrolled in Fall but advisor wants to employee them over summer, is the a Tech Temp hire?

A. That employee cannot be considered a student. Is this role a tech temp position or a position that they are posting? That would determine the answer.

Q. @Kashuanda, please share information about students who will graduate in May but will continue to work as bi-weekly employees in the summer. I know of one case where the student is currently FWs, but will continue to work into the summer.

A. This is the former Tech Temp process. There's a new process in place and GTHR will be sharing this information shortly.

Q. If the new dept Manager is ad-hoc in during the Xfer process to the new dept, how will new dept HR manager be made aware?

A. This is a great question about approval workflow, anyone who is added as an ad hoc would get a notification via email and their workflow alert online.

Q. Following up on being able to do all three of those changes in one transaction. We've had multiple requests denied saying it has to be three separate items

A. Mary Helen - if you can reach out to me with the transaction IDs i will look into this.

Q. Not specifically related to Grad Student, but I need to create positions and hire 10 interns this summer. What information do I need to create the positions? Name, title/student assistant and the funding source? Or do I need other identifying information like GTIDs or EMPLIDs.

A. In order to create a position you need job code, department, reports to, pay group for the position, and funding.

Q. Is it a transfer if the student is not changing home departments only work departments? i.e. Chemical Engineering student working in Bio Sci

A. Additional information will be forthcoming on transfers however, in this circumstance we no longer have home department and work department. there's only the department that you are working in. If you are changing positions, then this is a transfer. The academic home department tied to their "student" status (not the employment status), needs to enter the waiver.

Q. This is a little beyond this subject, but need clarification. IS it permissible, today, under COVID-19, for:

1) Graduate students to work on campus (with or without a designation of "essential?)"

2) Undergraduate students to work on campus (with or without a designation of "essential?)"

3) FWS?

A. Grad students and undergrad performing research should not be coming to campus unless they are designated essential. If there are questions about this and someone needs this status, escalate within the unit to the Dean for that assignment. There are some remote research situations already in place.

Q. What about for non-research work?

Q. Explain steps to extend a term date for a Graduate position

A. This is a Manager Self Service Termination transaction to perform the extension - this would be part of the MSS HR Transactions Training and content if you are looking for that on transformation.gatech.edu

Q. so, that is cool, that you use the termination request to extend the term date but how do we get the term dates?

A. With interdepartmental hiring, it is difficult to see those transactions. I cannot see my department's students in MY list of students if another department is hiring them. Is there a report that shows ALL students with a HOME department? I n the past, I have had to note the REQ

This is available via the direct hire form. You can lookup an employee ID and it shows all employees and all positions (vacant and filled).