Graduate Student Hiring Business Process Recommendation
Developed by the Office of Graduate Studies

Academic/Hiring Department Name: _____

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

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 are 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, 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 departmental workflow

Step 7:

OneUSG provisioned initiator adds a comment in GradWorks noting GTHR approval and the OneUSG Direct Hire Transaction Number