GT GradWorks User Guide

Graduate Assistantship
(GRA, GTA, GA) Hiring Management System

Revised April 1, 2020

GeorgiaInstitute of **Tech**nology®

About GT GradWorks:

The GT GradWorks interface allows faculty and their supporting staff to initiate GRA, GTA and GA hiring requests. The modified version of GT GradWorks is used alongside the OneUSG Connect platform, effective with the rollout of both systems on March 23, 2020. The graduate student hiring process starts in GT GradWorks with the initial departmental approval workflow chain, and concludes with a subsequent process in OneUSG. GT GradWorks is important for semester-by-semester job management and data preparation, including the tracking and reporting of current assignments at both department and Institute levels. Faculty are expected to confirm student work appointments from semester to semester.

Key Features & Functions

- Ease of use
- Audit trail
- Workflow based task assignments
- Automated end to end process
- Data tracking and reporting
- Maintains and improves quality
- Ensures compliance and consistency
- **Preparation of data that is required for initiation of OneUSG transactions**

GT GradWorks URL:
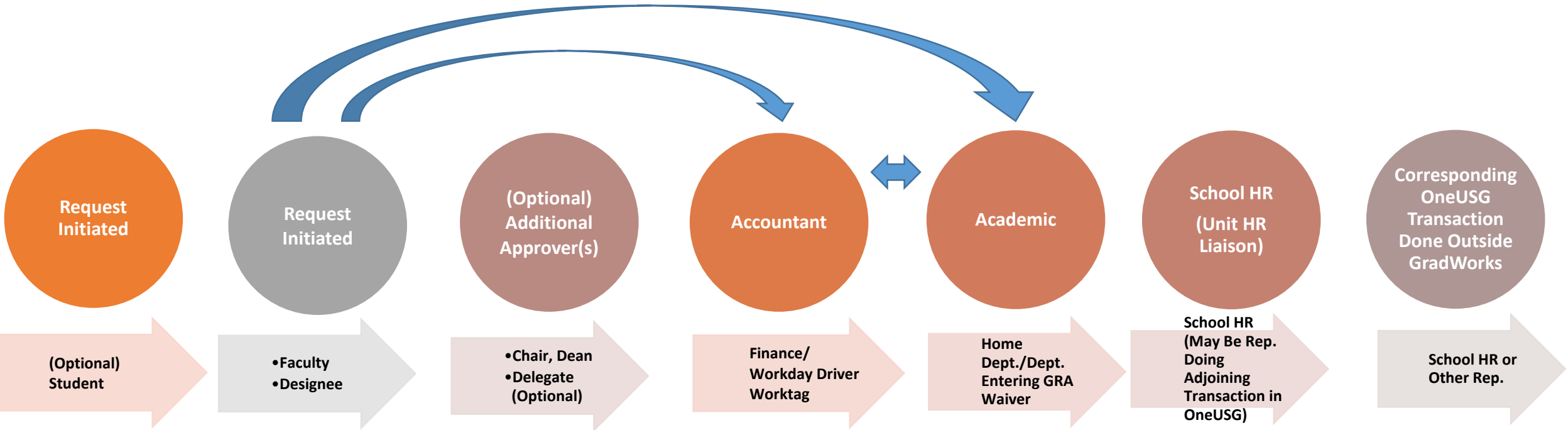https://gtapps.gatech.edu/gtgradworks

- Faculty should confirm student assignments each semester, including the beginning or end of work appointments
- GT GradWorks does not facilitate Commitment Accounting (formerly called SPD) processes
- GT GradWorks captures all necessary approvals (Financial, Academic, Management, and HR) needed to initiate the graduate student employment process
- GT GradWorks does NOT apply the GTA/GRA waiver automatically in Banner
- There should be a record in GT GradWorks for every semester that a student is employed
- **School/Unit-level HR Approvers should ensure that GT GradWorks hiring transactions align with transactions in OneUSG, and vice versa; There should generally be a corresponding hiring transaction in OneUSG for each GT GradWorks hiring transaction**

Need more help?

- Create a help desk support ticket at the GTGradWorks Service Desk; or via direct email: gtgradworks-support@gtri.gatech.edu
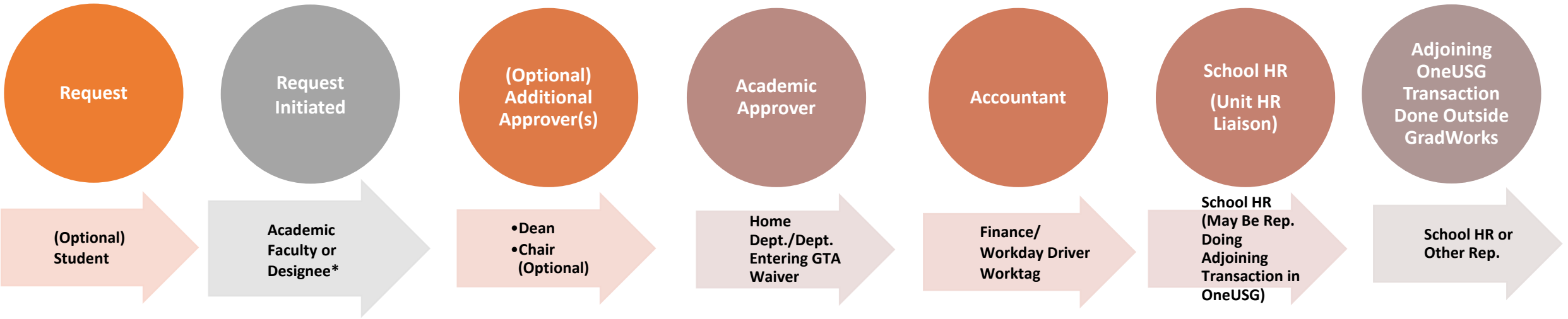- GT GradWorks Test Environment: https://testgtapps.gatech.edu/gtgradworks/

The Process in GT GradWorks

Graduate Research Assistant (GRA) Workflow Structure*

Request Initiated	Request Initiated	(Optional) Additional Approver(s)	Accountant	Academic	School HR (Unit HR Liaison)	Corresponding OneUSG Transaction Done Outside GradWorks
(Optional) Student	•Faculty •Designee	•Chair, Dean •Delegate (Optional)	Finance/ Workday Driver Worktag	Home Dept./Dept. Entering GRA Waiver	School HR (May Be Rep. Doing Adjoining Transaction in OneUSG)	School HR or Other Rep.

*Workflow structure is customized based on how each School/unit requests set-up of their approval chain.

Graduate Teaching Assistant (GTA) and Graduate Assistant (GA) Workflow Structure*

Request	Request Initiated	(Optional) Additional Approver(s)	Academic Approver	Accountant	School HR (Unit HR Liaison)	Adjoining OneUSG Transaction Done Outside GradWorks
(Optional) Student	Academic Faculty or Designee*	• Dean • Chair (Optional)	Home Dept./Dept. Entering GTA Waiver	Finance/ Workday Driver Worktag	School HR (May Be Rep. Doing Adjoining Transaction in OneUSG)	School HR or Other Rep.

*Faculty Members or Faculty Designees should **first** consult with the student's academic office or program coordinator. Workflow structure is customized based on how each School/unit requests set-up of their approval chain.

The Student

Student*

- Can initiate a request for Faculty/Advisor approval for a GRA

- Can initiate a request for Home Dept. Academic approval for GTA and GA

- Can review to verify existing student demographic information

- Can review and add/edit some fellowship information

- Can check the status of their existing workflow requests

- Can upload/add attachments

*Students should communicate with their faculty advisor/faculty supervisor and program coordinator prior to initiating hiring requests in GT GradWorks.

New Student's Home Page

From New Student's Home Page

Reports   My Actions **0**   My Requests   About   [Enter Req Id/Student Name,   🔍]

MY CURRENT TERM JOBS

❗ To view/update your fellowship, please click **here**

❗ You have no job(s) in GTGradWorks to continue for next semester. Please click **here** to create a job request.

New Student Request for GRA, GTA, GA

- New student hires (not hired previously at GT) should go to "To Work Next Semester" box
- Select "Click Here"
- Complete available fields

To Work Next Semester

Click Here

Student Request

Create Request — Initiate — Academic — Accountant — School HR

Select Student:
Search by Student's Last Name or First Name

Advisor / Supervisor:
Search by Advisor's Last Name or First Name
Employee is required

Appointment Type:
Select Assistantship Type

Stipend Period:
Select Stipend Period

% Time:
Select % Time

Co-Advisor:

Optional

Start Term / Year:
Select Term and Year ...

Start Date: **Last Working Day:**

☐ Intend to keep student for multiple terms

Workday Driver Details

Workday Driver Tag	Start Date	End Date	% Pay Split
🗑 Search by Workday Driver tag			

Notes:

- *Confirm your Appointment Type, Stipend Period (Pay Rate box will open), % Time, Start Term, and appointment dates.*

- *If your advisor/supervisor does not appear in the system, then they must be added/configured. Please submit a help desk ticket; click "About" on your home page for directions on submitting a help desk ticket.*

- *Optional: Attachments, Co-Advisor, Workday Driver Worktag, and Comments.*

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

Continuing/Returning Student's Home Page

GradWorks will be used for Summer 2020 Semester hiring. Deadline to submit Summer 2020 requests to OHR/HRIP is March 12, 2020.

Logged in User - Bhattacharya, Sonia Bholanath

To Work Next Semester

Click Here

My Profile

Click here to view/edit my Profile and Fellowship Information

From Continuing/Returning Student's Home Page

Continuing/Returning Student Request for GRA, GTA, GA

Notes:

- *Confirm your Appointment Type, Stipend Period (Pay Rate box will open), % Time, Start Term, and appointment dates.*

- *Review your student information in the gold rectangle. Contact your program coordinator if this information needs to be updated in Banner.*

- *If your advisor/supervisor does not appear in the system, then they must be added/configured. Please submit a help desk ticket; click "About" on your home page for directions on submitting a help desk ticket.*

- *Optional: Attachments, Co-Advisor, Workday Driver Worktag, and Comments.*

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

Review Student Information & Add/Edit Fellowship

- *Select "Click here to view/edit my Profile and Fellowship Information"*
- *Review your student profile information. Contact your Graduate Coordinator if you need to update this information in Banner*
- *Fellowships can be added here*

My Profile

Click here to view/edit my Profile and Fellowship Information
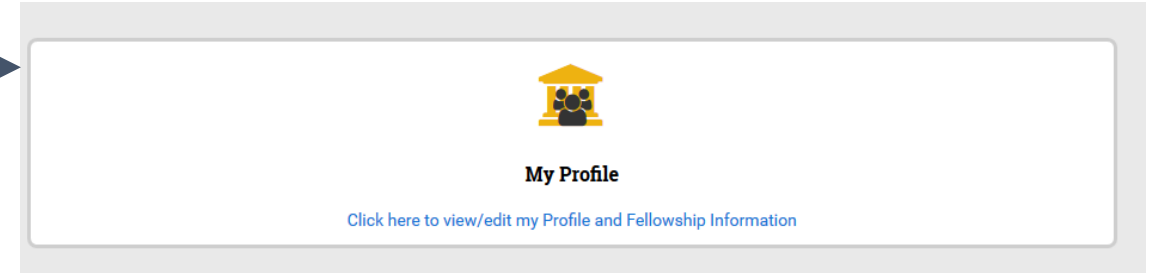
GTCrossroads | My Pages | My Tasks | Services | Apps | Reports   Marla S Bruner | Helpdesk | Logout

GT GradWorks

Update Student Profile Information

Profile Information

Login to Passport to update your email information

Email:

Contact your Academic Office to correct information below

Name:
GTID:
Major - Home Department:
GT Degree:
Georgia Resident:
Country of Citizenship:
Planned Graduation:

Existing Fellowships

Name	Start Term	End Term	Amount per Term	Action

Add New Fellowship

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

The Faculty Member/ Advisor
or Faculty Designee

Faculty/Advisor's (or Faculty Designee's) Home Page
Faculty Member/Faculty Supervisor/Faculty Advisor/Faculty Designee

GT GradWorks

Reports | My Actions 0 | My Requests | About | Enter Req Id/Student Name,

GradWorks will be used for Summer 2020 Semester hiring. Deadline to submit Summer 2020 requests to OHR/HRIP is March 12, 2020.

Logged in User - Finn, M.G.

Request Job for Student

Click here to hire a new student to the GradWorks system, or to change to a new advisor hire, or to change job assignments from GTA to GRA, or vice versa.

Manage My Graduate Students

Click here to take action on current and next semester students

Faculty / Advisor or Designee

Designee can act of behalf of the Faculty Member/Advisor

- Can initiate all hiring request types

  * If hiring a GTA, Faculty should first consult with the student's academic office or program coordinator

- Can approve hiring requests initiated by students, if applicable for his/her unit

- Can cancel an initiated request still in approval process

- Can terminate an existing approved request

- Can upload/add attachments

- Can check status of a request s/he initiated

Request for New GRA, GTA, GA

Designee can act on behalf of the Faculty Member/Advisor

- For new student hires (not hired previously at GT), go to "Request Job for Student" box
- Select "Click here to hire a new student …"
- Complete all available fields

Request Job for Student

Click here to hire a new student to the GradWorks system, or to change to a new advisor hire, or to change job assignments from GTA to GRA, or vice versa.

GT GradWorks

Reports | My Actions 0 | My Requests | About | Enter Req Id/Student Name,

Student Request

Create Request — Initiate — Academic — Accountant — School HR

Select Student:
Search by Student's Last Name or First Name

Advisor / Supervisor:
Finn, M.G. (Chem & Bio - mfinn6)

Work Dept:
Chem & Bio(330)

Co-Advisor:
Optional

Appointment Type:
Select Assistantship Type

Start Term / Year:
Select Term and Year ...

Stipend Period:
Select Stipend Period

Start Date: | **Last Working Day:**

% Time:
Select % Time

☐ Intend to keep student for multiple terms

Workday Driver Details

Workday Driver Tag	Start Date	End Date	% Pay Split
🗑 Search by Workday Driver tag			

Notes:

- *Keep in mind that this system is for **semester-by-semester job management**. Faculty should confirm student assignments each semester.*

- *Confirm the Appointment Type, Stipend Period, % Time, Start Term, and appointment dates.*

- *Clicking the box for multiple terms indicates your intent to hire the student for at least one successive future term. **This is for communication and record keeping only. This does not automate the initiation of future hires.***

- *Optional: Attachments, Co-Advisor and Comments.*

- *GT GradWorks does **not** support "staggering" Workday Driver Worktags within a semester, e.g., Worktag #1*
- *August 15 – October 31, Worktag #2 November 1 – December 15.*

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

Request for Continuing GRA, GTA, GA

Designee can act of behalf of the Faculty Member/Advisor

- For continuing or returning student hires (has an Empl ID, may or may not have a record in GT GradWorks), go to "Manage My Graduate Students" box
- Select "Click here to take action on current and next semester students"

Manage My Graduate Students

Click here to take action on current and next semester students

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🎓 **GT GradWorks**   Reports | My Actions **0** | My Requests | About   Enter Req Id/Student Name, 🔍

Manage My Graduate Students

Filters

Faculty or Academic:	**Student:**	**Project Number / Workday Driver Tag:**	**Assist. Type:**	**Work Dept:**	**Home Dept:**
Finn, M.G. ▢	Search by Student's Last Nan		ALL ▢	ALL ▢	ALL ▢

Filter   **Clear Filter**

Click on the GREEN button to continue a student's job for next semester. **①**

If you do not see a job for a student that you want to continue for next semester in the list below, please click   **Create a Job Request**

NOTE: * next to Request Id indicates that the student is hired for multiple semesters (The Request is Open Ended).

Student Requests for Future Term

⚠️You have no future term requests

Student Requests for Current Term (Spring, 2020) If you do not see the GREEN button, the hiring process for the next semester has been initiated for this student

Id ▼	Ass... Type ▼	Student Name ▼	% Hired ▼	Pay Rate ▼	Work Dept ▼	Home Dept ▼	Projects / Workd... Driver ▼	Term ▼	Status ▼	Message ▼	Action	**②**	Faculty or Academic ▼
94329	GRA	▇▇▇	45 %	$2,250.00	Chem & Bio (330)	SCS (365)	(100%)	Spring, 2020	Approved		Keep Student Next Semester / Do Not Keep Student On Assistantship Next Semester / Revise Current Semester Projects Or Pay / Terminate Before End Of Current Semester		Finn, M.G.

Asterisk (*) Here Would Denote Open Ended Appointment

Notes:
1. Review the **instructions in the blue font**.
2. If you find your student in the list below, please select the appropriate Action (**blue** or **green** buttons).
3. Use **Keep Student Next Semester** button *if you are not making changes to the appointment*.
4. *If you do need to make changes to the appointment*, then click the **Do Not Keep Student on Assistantship Next Semester** button. Then you will also use the **Create a Job Request** button near the top of this screen (rather than the Keep Student Next Semester button).

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

Action Buttons

Student Requests for Current Term (Spring, 2020) If you do not see the GREEN button, the hiring process for the next semester has been initiated for this student

Id	Ass... Type	Student Name	% Hired	Pay Rate	Work Dept	Home Dept	Projects / Workd... Driver	Term	Status	Message	Action	Faculty or Academic
94351	GRA	▮	33.33 %	$2,350.00	ME (250)	ME (250)	▮... (100%)	Spring, 2020	Approved		Keep Student Next Semester / Do Not Keep Student On Assistantship Next Semester / Revise Current Semester Projects Or Pay / Terminate Before End Of Current Semester	Kotlyar, Dan
94324	GA	▮	50 %	$29.40	ME (250)	ME (250)	▮ (100%)	Spring, 2020	Approved		Keep Student Next Semester / Do Not Keep Student On Assistantship Next Semester / Revise Current Semester Projects Or Pay / Terminate Before End Of Current Semester	Deo, Chaitar
92983	GRA	▮	33.33 %	$2,200.00	ME (250)	ME (250)	▮ (100%)	Spring, 2020	Approved		Keep Student Next Semester / Do Not Keep Student On Assistantship Next Semester / Revise Current Semester Projects Or Pay / Terminate Before End Of Current	Graham, Samuel

Keep Student Next Semester

Do Not Keep Student On Assistantship Next Semester

Revise Current Semester Projects Or Pay

Terminate Before End Of Current Semester

See next slides for details about each button.

Green Action Buttons

"Keep Student Next Semester"

Faculty/Supervisor plans to keep the student in the <u>same</u> appointment for the upcoming semester. Can make changes to Pay Rate, % Time, Worktag, and appointment dates. Clicking this button brings the Faculty/Supervisor or their designee to the student's Request Form page. The same appointment information from the current term is transferred to this form for the next semester (including Appointment Type, Pay Rate, % Time, and Worktag). The next semester's term label (e.g., Fall 2020) and its default Start Date and Last Working Day for that semester default there. Once the Faculty/Supervisor or designee has approved/confirmed all the information on this page, click the "Submit" button to move the request forward for the next level of approval.

Note: You should **<u>NOT</u>** use this button if the student will be changing appointment types (e.g., changing from GRA to GTA, or changing from GRA to GA…)

Green Action Buttons

"Do Not Keep Student On Assistantship Next Semester"

This button has one of two different functions, depending on whether the hiring appointment had been open-ended or closed-ended.

If the appointment had been closed-ended:

Clicking this button is for communication and record keeping purposes only. If this appointment had been closed-ended (meaning there had been a termination date for it), then this confirms that the student is not continuing in the appointment, e.g., graduating, moving to another unit, etc. This is not actually a termination action, and thus **will not** initiate a Termination workflow. This will not initiate any workflow. Below is the confirmation box that appears, and the updated view of that appointment line on the "Manage My Graduate Students" dashboard:

This student will not continue for next semster

OK

Id	Ass... Type	Student Name	% Hired	Pay Rate	Work Dept	Home Dept	Projects / Workd... Driver	Term	Status	Message	Action	Faculty or Academic
94351	GRA	▉	33.33 %	$2,350.00	ME (250)	ME (250)	▉ (100%)	Spring, 2020	Approved	This student will not continue for next semster	Revise Current Semester Projects Or Pay / Terminate Before End Of Current Semester	Kotlyar, Dan

Green Action Buttons

"Do Not Keep Student On Assistantship Next Semester"

This button has one of two different functions, depending on whether the hiring appointment had been open-ended or closed-ended.

If the appointment had been open-ended:

Clicking this button will initiate a Termination workflow. (This actions in essence "unchecks" the "Intend to keep student for multiple terms" box that had been selected previously.) The student can be hired for a future term later. Clicking this button brings the Faculty/Supervisor or their designee to a request form page entitled "Terminate (GRA/GTA/GA) Request". The student's appointment information appears in the top section of the form. The "Term Start/Last Working Date" dates that appear in the top section of the form are only a verification of the dates which had previously defaulted for the current term's appointment. In the box labeled "Termination," select the appropriate "Action Type/Reason" code option for the termination.

Action Type/Reason code options:

- TER-JOB = Job Abandonment

- TER-DEA = Death

- TER-ELI = Elimination of Position

- TER-STU = End of Student Employment

- TER-FBR = Funding/Budget Restrictions

- TER-RES = Resignation

- TER-NSH = No Show

Once the Action Type/Reason code has been selected and any (optional) comments have been added in "Add Comments" box, then click the "Terminate" button to submit the termination request.

CRITICALLY IMPORTANT: Steps for ensuring data alignment in GradWorks and OneUSG Connect

In order for GradWorks records to be accurate and aligned with OneUSG, it is imperative that you ensure the following:

- If the current appointment request in GradWorks is **not open-ended**, then the hiring unit **must be sure to include an end date on the Direct Hire form in OneUSG Manager Self Service**.

Hiring a student for the first time:
- Complete GradWorks request for new hire.
- In OneUSG: Run the vacant position report and select a vacant position number to use on the Direct Hire request, **OR** complete an add/change position request to acquire a new position number.
- In OneUSG: Complete the Direct Hire request via Manager Self-Service.

Rehiring an existing GRA, GTA, or GA:

- If the current appointment **is open-ended** and the appointment <u>is not</u> changing:
  - Complete GradWorks request only, all the way through School HR approval.

- If the current appointment **is open-ended** and the appointment <u>is</u> changing:
  - Complete GradWorks request (Note: If the appointment type is changing from a GRA to GTA, etc., you will need to term the existing appointment in GradWorks and submit the new appointment type request).
  - Complete appropriate OneUSG transaction (e.g., position funding change request, add/position change request, and/or term and Direct Hire request via Manager Self-Service in OneUSG as appropriate for the types of changes you are making).

Terminating a GRA, GTA, or GA:
- Complete the GradWorks request for termination .
- Select Submit Termination request.

For units that are first-time GradWorks users: To get the systems aligned, if the current appointment has a future term date:
- Complete GradWorks request and complete Direct Hire/termination request in OneUSG to mirror the GradWorks request.

If the School HR Approver in GradWorks is not the same person initiating OneUSG transactions, then the department <u>must</u> implement a process for handing off GradWorks requests to the OneUSG provisioned initiator.

Blue Action Buttons

"Revise Current Semester Projects or Pay" = Can make changes to Pay Rate and % Time. **Please note that although the Worktag fields allow you to edit Worktag information, doing so within GT GradWorks will not actually result in the necessary formal Worktag change – that will remain a Commitment Accounting process which you must do outside of GT GradWorks.** Clicking "Revise Current Semester Projects or Pay" brings the Faculty/Supervisor or their designee to the "Revise Request" page. The appointment information for the current term defaults on this page. Once the Faculty/Supervisor or designee has approved/confirmed any applicable Pay Rate and/or % Time changes, on this page, click the "Submit" button to move the amended request forward for the next level of approval.

"Terminate Before End of Current Semester" = This will initiate an end to the student's appointment prior to the close of the present term. Clicking this button brings the Faculty Member or their designee to a request form page entitled "Terminate (GRA/GTA/GA) Request". The student's appointment information appears in the top section of the form. The "Term Start/Last Working Date" dates that appear in the top section of the form are only a verification of the dates which had previously defaulted for the current term's appointment. In the box labeled "Termination," first select the student's Last Working Day. Then select the appropriate "Action Type/Reason" code option for the termination.

"Cancel In Progress Request". Clicking this button brings the Faculty Member or their designee to the "Cancel GRA/GTA/GA Request" page. The student's appointment information appears in the top section of the form. The "Term Start/Last Working Date" dates that appear in the top section of the form are only a verification of the dates which had previously defaulted for the current term's appointment. Click the Cancel button. This will stop the request, but will not remove the record from GT GradWorks.

"Terminate Student" = This will terminate the student's appointment for the upcoming term. Clicking this button brings the Faculty Member or their designee to a request form page entitled "Terminate (GRA/GTA/GA) Request". The student's appointment information appears in the top section of the form. The "Term Start/Last Working Date" dates that appear in the top section of the form are only a verification of the dates which had previously defaulted for the current term's appointment. Select the student's last working day, and then select the appropriate "Action Type/Reason" code option for the termination.

Action Type/Reason code options:

- TER-JOB = Job Abandonment

- TER-DEA = Death

- TER-ELI = Elimination of Position

- TER-STU = End of Student Employment

- TER-FBR = Funding/Budget Restrictions

- TER-RES = Resignation

- TER-NSH = No Show

Once the Action Type/Reason code has been selected and any (optional) comments have been added in "Add Comments" box, then click the "Terminate" button to submit the termination request.

Faculty Member/Advisor or Faculty Designee Approver

Automated email notification prompts approval action.

Approve a request

①

GT GradWorks   Reports   My Actions 1   My Requests   About   Enter Req Id/Student Name,

MY ACTIONS

Request ID	Student Name	Term	Advisor Name	Request Type	Current State	Date in Inbox ▲	No of Days	Action Needed
89484		Spring, 2020	Platt, Manu	GRA - New Hire	Faculty Approver	07/15/19 09:25:40	245	Take Action

②

1 - 1 of 1 items

GT GradWorks   Reports   My Actions 1   My Requests   About   Enter Req Id/Student Name,

Student Request

Create Request — Initiate — Academic — Accountant — School HR

Student Department: BME   Student Email: Student Class: DR
GA Resident: N   Citizenship:

Select Student:

Advisor / Supervisor: Platt, Manu (BME - mp153)   Work Dept: BME(125)   Co-Advisor: Ge, Zigang   *Optional*

Appointment Type: Graduate Research Assistant   Start Term / Year: Spring 2020

Stipend Period: MONTHLY   Monthly Pay Rate: 2625   Start Date: 1/1/2020   Last Working Day: 5/14/2020

% Time: 33.33   ☐ Intend to keep student for multiple terms

Workday Driver Details   Please Add Project

Workday Driver Tag	Start Date	End Date	% Pay Split

Note: GT GradWorks does not support 'staggering' project numbers / workday driver tag within a given semester. The system does not replace nor facilitate the Commitment Accounting process. Commitment Accounting updates/changes must still be done via the Commitment Accounting system. For GTRI, such changes must still be done via eTime.   Add Workday Driver Tag

Attachments   Do not upload Classified or Confidential documents.
☁ Drop files or click to choose

File Name	Description
	CSC fellowship award letter

Add Comments
Enter Comments Here...

Cancel   Approve   **③**
Why is the Submit button disabled?

Circular nodes displayed horizontally across the top of the Request Form pages for all user roles indicate the hiring workflow stages. The node that is highlighted in gold confirms at what stage of the workflow the request is currently resting.

Termination Workflow Chain Example

GT GradWorks URL:

https://gtapps.gatech.edu/gtgradworks

Thumbnail Profile Viewing Options – Left Margin of Request Form

The Academic Approver

Academic Approver

- Can initiate, approve, and deny requests

- Can add comments

- Can upload/add attachments

- Can ask for clarification

Academic Approver's Home Page

GT GradWorks

Reports | My Actions 0 | My Requests | About | Enter Req Id/Student Name,

Logged in User - Whatley-Nwanze, Janice

Request Job for Student

Click here to hire a new student to the GradWorks system, or to change to a new advisor hire, or to change job assignments from GTA to GRA, or vice versa.

Manage My Graduate Students

Click here to take action on current and next semester students

Academic Approver

🎓 GT GradWorks | Reports | My Actions 2 | My Requests | About | Enter Req Id/Student Name, 🔍

MY ACTIONS

Request ID ▼	Student Name ▼	Term ▼	Advisor Name ▼	Request Type ▼	Current State ▼	Date in Inbox ▲ ▼	No of Days ▼	Action Needed ▼
75444	████	Fall, 2017	Yee, Shannon	GRA - Rehire	Academic Approver	01/09/18 09:20:53	96	Take Action
50154	████	Summer, 2018	Perry, Joseph	GRA - New Hire	Academic Approver	04/14/18 11:45:26	1	Take Action

|◀ ◀ 1 ▶ ▶| 1 - 2 of 2 items

🎓 GT GradWorks | Reports | My Actions 1 | My Requests | About | Enter Req Id/Student Name, 🔍

GRA Request # 94770

✅ Create Request   ✅ Initiate   ✅ Accountant   ⬤ Academic   ⋯ School HR
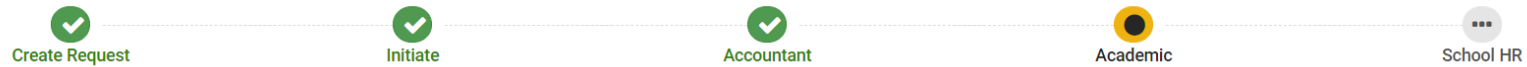
Student Department: ECE	**Student Email:** ████	**Student Class:** MS
GA Resident: N	**Citizenship:** Alien, Non-Resident*	

Student Name: ████		**Advisor/Supervisor:**	Fekri, Faramarz (FF14)
		Student Work Department:	ECE - 210
Co-Advisor:		**Appointment Type:**	GRA - Rehire
Term:	Fall 2020	**Stipend Period / $Rate:**	MONTHLY / $ 1611
Start / Last Working Day:	08/15/2020 - 12/31/2020	**% Time:**	33.33% (13 Hours/Week)
Create Request Date:	02/11/2020 14:22:27	**Student Offer Letter Sent:**	No
Open-End Appointment:	Yes	**Last Updated Date:**	02/11/2020 14:29:55
Initiated By:		**Initiator Role:**	FACULTY_ADMIN
Current Status:	AWAITING_ACADEMIC_APPROVAL		

Peoplesoft Project / Workday Driver Details

Project Number / Workday Driver Tag	Title	Start Date	End Date	% Pay Split	Approval
████		08/15/2020	12/31/2020	100	Approved

Note: GT GradWorks does not support 'staggering' project numbers / workday driver tag within a given semester. The system does not replace nor facilitate the Commitment Accounting process. Commitment Accounting updates/changes must still be done via the Commitment Accounting system. For GTRI, such changes must still be done via eTime.

Waiver applied (as per Banner)? NO
Has Waiver been logged (as per GTGradWorks)?

32

Academic Approver

Has Waiver been logged?

`NO`

☐ Send Offer Letter to Student

Attachments

Do not upload Classified or Confidential documents.

☁ Drop files or click to choose

File Name	Description	Uploaded By	Date Uploaded

Approvals

Add Comments:

💬 Enter Comments Here...

Comments are required if request is Denied   0/1000 Characters

Deny   **Approve**

History Log

| Actions | Clarifications | All | **Request/Response Clarification**

Action	By	On	Comments
New Hire - Request Approved	Perry, Joseph W.(Chem & Bio) as Faculty	04/14/2018 11:04:25	TEST
New Hire - New Request Created	▓▓▓▓▓▓▓▓▓▓ STUDENT	04/14/2018 10:04:44	TEST

To Determine Approvers with whom Workflow Approval is Pending:

- Each user role can see with whom a request is pending by clicking the teal/blue link next to "Current Status".

Click blue link next to "Current Status" to see with whom a request is pending. The resultant information box is displayed on the next page. It shows the approver's name and department.

To Determine Approvers with whom Workflow Approval is Pending:

Additional/Optional Approvers

Additional Approvers

- Can approve or deny requests

- Can add comments

- Can upload/add attachments

- Can ask for clarification

Additional Approvers (Chair / Dean)

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

Approve a request

Financial / Accounting Approver

Finance / Accountants

- Can approve or deny requests

- Can add and change Workday Driver Worktags

- Can add comments

- Can upload/add attachments

- Can ask for clarification

Financial / Accounting Approver

GT GradWorks does not support "staggering" of Worktags within a semester, e.g., Worktag #1 August 15 – October 31, Worktag #2 November 1 – December 15.

Approve a request

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

School HR Approvers (Unit-HR Liaisons)

School HR Approvers (Unit-HR Liaisons)

- Can approve or deny requests

- Can review, add or edit start and end dates along with reason codes for termination actions

- Can edit compensation rates

- Can add comments

- Can ask for clarification

School HR Approver

Approve a request

GT GradWorks This application is in TESTING mode

My Actions 2 | My Requests | About | Enter Request Id..

MY ACTIONS

Request ID	Student Name	Term	Advisor Name	Request Type	Current State	Date in Inbox ▲	No of Days	Action Needed
60031		Summer, 2017	Whiteman, Wayne	GTA - Rehire	School HR Approver	06/15/17 10:54:33	11	Take Action
60027		Summer, 2017	Whiteman, Wayne	GTA - Terminate	School HR Approver	06/19/17 01:48:54	7	Take Action

1 - 2 of 2

GT GradWorks | Reports | My Actions 4 | My Requests | About | Enter Req Id/Student Name,

GRA Request (80638)

Create Request — Initiate — Accountant — Academic — School HR

| Student Department: | ChBE | Student Email: | | Student Class: | DR |
| GA Resident: | N | Citizenship: | | | |

Student Name:
Student Work Department: ChBE - 190
Appointment Type: GRA - New Hire
Create Request Date: 06/22/2018 12:05:22
Open-End Appointment: Yes
Initiated By: Franklin, Dawniah (ChBE - dfranklin30)

Advisor/Supervisor: Meredith, James (JM396)
Co-Advisor:
Term: Fall 2018
Student Offer Letter Sent: No
Last Updated Date: 04/01/2019 11:53:12
Initiator Role: FACULTY_ADMIN

Start Date: 8/15/2018
Last Working Day: 12/31/2018
Time In Percent: 40
Monthly Pay Rate: 2466

Peoplesoft Project / Workday Driver Details

Project Number / Workday Driver Tag	Title	Start Date	End Date	% Pay Split	Approval
		08/15/2018	12/31/2018	100	Approved

Note: GT GradWorks does not support 'staggering' project numbers / workday driver tag within a given semester. The system does not replace nor facilitate the Commitment Accounting process. Commitment Accounting updates/changes must still be done via the Commitment Accounting system. For GTRI, such changes must still be done via eTime.

Attachments

Do not upload Classified or Confidential documents.

Drop files or click to choose

File Name	Description	Uploaded By	Date Uploaded

Approvals

Add Comments:
Enter Comments Here..
0/1000 Characters

Deny | Approve

School HR Approver - IMPORTANT!

- <u>Must</u> review all information on the GT GradWorks-initiated hire.

Please be sure you have checked all of this information that has populated into request page, particularly the Appointment Type and type of hire!

- Click appropriate button (Approve or Deny) at the bottom of the page, based on whether all elements of the transaction are correct.

School HR Approver - IMPORTANT!

- By clicking the green **"Approve"** button, you confirm that all initial departmental approvals are correct, the GT GradWorks data is correct, and that a formal corresponding transaction is ready to be initiated in OneUSG using this GT GradWorks data.

- Ideally School HR Approvers are the same provisioned initiators who will initiate subsequent corresponding transactions in the OneUSG platform. However, if the School HR Approver is not the OneUSG provisioned initiator, the School HR Approver should be sure that the correct person initiates the corresponding OneUSG transaction.

SuperUsers / PowerUsers / Department Admin. Users

SuperUsers/PowerUsers/Department Admin.Users
Home Page View

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

SuperUsers/PowerUsers/Department Admin.Users

- SuperUsers (also called Department Admin.'s or PowerUsers) have expanded access and view, and are able to act on behalf of any role. Departments may identify more than one individual who can be granted SuperUser permission. Expanded use of the reporting functions in GT GradWorks are also tied to SuperUser role permission. Please note that individuals who request SuperUser access/role permission beyond the initial set-up of their department's users in GT GradWorks will need to go through their College and be vetted for this level of access first.

Request Clarification

To Submit a Request for Clarification:

Request Clarification

Request/Response Clarification

Clarification Details:

💬 Enter text Here...

②

0/4000 Characters

Request/Response Clarification From:

Type name to get email ③

④ **Add**

Cancel   **Request for Clarification** ⑤

Drop files or click to choose

...cription			Uploaded By	Date Uploaded

0/1000 Characters

Approve

	Student Class:	DR

Advisor/Supervisor:	Stanley, Garrett (GSTANLEY3)
Co-Advisor:	
Term:	Fall 2017
Term Start / End Date:	08/15/2017 - 12/31/2017
Create Request Date:	06/23/2017 12:04:05
Open PSF:	Yes
Initiated By:	Stanley, Garrett (BME - gstanley3)

	End Date	% Pay Split	Approval
	12/31/2017	100	Pending

Request/Response Clarification ①

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

Initiate Corresponding OneUSG Transaction, Outside GT GradWorks

Faculty Member/Advisor or OneUSG Provisioned Initiator

- Following the approved GT GradWorks workflow, the Faculty Supervisor or Designee with permission to act as OneUSG provisioned initiator must initiate the corresponding hiring transaction in the OneUSG platform via the OneUSG Manager Self-Service (MSS) module and appropriate form within MSS.

- The corresponding GT GradWorks Request ID # should be entered into the Notes box within the MSS form in OneUSG.

IMPORTANT NOTES for GT GradWorks

Important Notes for Cross-Unit Hiring Scenarios

- The initiation of the GradWorks transaction is tied to the home department of the supervising faculty member, NOT to the student. Even if the student belongs to your major School, if the student will be working elsewhere, then the student or the supervising faculty member's home department has to initiate the transaction in GradWorks.

- If the funding source is housed in another department, the GradWorks request will automatically route to that department's Financial Approver. (Note: However, if you want the corresponding OneUSG transaction to route to the other department, then you will need to ad hoc them in.)

Notes: Student Eligibility, Workflow Logistics

- Students who have been fully admitted, with their admission also completely processed at the Institute level, are eligible to be hired using the GT GradWorks system.

- After the student request stage (if the School is using the student-initiation option), each role's approval advances the hiring request workflow forward for approval up the chain. A user role may also send a workflow back down the chain by using the "Deny" button option and indicating explanatory comments. Some role steps will have a "Cancel" (rather than "Deny") button, but essentially they could both serve the same purpose depending on what stage the workflow is in.

- For roles who are initiating hiring workflow requests (e.g., could be Student, Faculty Member/Advisor, and/or Faculty Member Designee): Please complete the Request Form in the order displayed – from top to bottom in left-hand column first, then from top to bottom in right-hand column. Completing fields non-sequentially may cause an error with the default semester appointment dates or other fields not populating properly.

Notes: Hiring Appointment Dates

- The default semester hiring appointment dates that populate into GT GradWorks are based on the 1st, 15th, or 31st dates mainly for payroll allocation purposes, such that that the employee would either receive a salary in whole-month or half-month increments. Summer tends to be confusing; the system will default to a 5/15 start date because the Spring default date ends at 5/14. Your School's summer appointment will depend on the actual appointment duration and the payment terms that are negotiated on a student by student basis.

- For the Fall semester, 8/15-12/31 populates in (last working date 12/31), which would have employees paid for 4.5 months (half of August, whole month of September, whole month of October, whole month of November, and whole month of December). For Spring, 1/1-5/14 populates in.

- Departmental users may change the dates to whatever is applicable to them, for the summer or for any semester, given the negotiations and time constraints of the students. In particular for the summer, the dates of the appointments are mainly changed to correlate with the first day of the Summer semester, and coinciding with the student's flexibility/time commitment.

- GT GradWorks will default to the semester dates referenced above. School HR Approvers should ensure that students' termination dates account for their Last Working Day + 1 day, so that students receive full compensation to include the last day they worked. Please be sure that the formal OneUSG transaction, which is what will actually be processed by GTHR, reflects one day beyond the last day worked.

Note: If the Workday Driver Worktag You Need Doesn't Populate

- Workday Driver Worktag information pulls into GT GradWorks based on Grants and Contracts records. If a Worktag does not populate, please submit a help desk ticket and allow the tech team to investigate the Worktag you are trying to use. Many times they are able to resolve this issue and get the correct Worktag to pull in so that the transaction can proceed pretty quickly.

- You can create a help desk support ticket by clicking the "About" tab from your home page. Directions are provided on the resultant page for submission of help desk tickets.

Notes: Email Notifications/Housekeeping

- In general, GT GradWorks will generate automated emails when action is needed; the function that previously generated numerous informational emails was disabled based on user feedback.

- Automated email notifications only generate to faculty members/faculty designees to alert him/her if a student has initiated a hiring request, and/or to alert the faculty member/faculty designee that action is needed. No other emails will generate to the faculty/designees.

- Schools/Units: Please do not leave hiring workflows "hanging" in the system without resolution. Incomplete workflows left hanging in the system at the end of each semester must be cleared out before GT GradWorks can be opened up for use in the subsequent semester. Unresolved workflows are very time-consuming and tedious to clean up; they must be minimized and avoided to the extent possible.

Notes: Please Act On and Resolve Each Student's Appointment in GradWorks Every Semester - IMPORTANT!

- School HR Approvers: In your "Manage My Graduate Students" dashboard, each appointment line needs to ultimately have an action done to it, through to resolution. For each student, one of the four possible Action buttons needs to have been clicked and that process followed through every semester.

Student Requests for Current Term (Spring, 2020) If you do not see the GREEN button, the hiring process for the next semester has been initiated for this student

Id	Ass... Type	Student Name	% Hired	Pay Rate	Work Dept	Home Dept	Projects / Workd... Driver	Term	Status	Message	Action	Faculty or Academic
94380	GRA	▮▮▮▮	50 %	$2,708.00	ECE (210)	ECE (210)	▮▮▮▮ (100%)	Spring, 2020	Approved		Keep Student Next Semester / Do Not Keep Student On Assistantship Next Semester / Revise Current Semester Projects Or Pay / Terminate Before End Of Current Semester	Durgin, Gregory

- Schools/Units: Please do not leave hiring workflows "hanging" in the system without resolution. Incomplete workflows left hanging in the system at the end of each semester must be cleared out before GT GradWorks can be opened up for use in the subsequent semester. Unresolved workflows are very time-consuming and tedious to clean up; they must be minimized and avoided to the extent possible.