HR Front End Transaction – Add a Summer Graduate Job

**Overview**
Transaction Type: Add a Grad (GA) Summer Job

**NOTE:** Use the ADD JOB transaction **ONLY** if this is the first time the grad will hold a summer job with title offered; otherwise, follow the Grad Summer reappointment process.

Routing required: Org Initiate, Dept Review, Dept (Home Org) Apply - (if student is a grad fellow, the Fellowships Office will also review the transaction, Campus HR will apply if the students home org is the Fellowship Office 683000)

Documents to attach:
- Accepted Offer Letter
- Grad Request for Exception to Limit on Summer Appointment document – if exceeds 2 months of full time service equivalent and exceeding compensation of 2/9ths of full time equivalent rate per month
- Written permission from ISSS or program sponsor for employees holding a J-1 visa (requires a new letter for each job)

Additional Document needed:

I-9 (via Tracker) - if the graduate student only held a graduate fellowship prior to the summer job or the student is international and their work authorization needs to be extended. NOTE: Home Org will need to add an Employee Data Change component in HRFE to reflect the extended Employment Eligibility date.

**HR Front End Detailed Steps**
1. Search for employee and open Employee Record View.
2. If you do not have access to this employee, you will need to REQUEST ACCESS to add a job.
   2a. If you have had to request access, you will need to click the Add Change button
3. Select Transactions» Add a Job.
4. Select Employee Group G- Grad and Pre Doc Fellows. OR Enter the position number in the I have a position number field (should select the appropriate graduate assistantship classification pooled summer position).
   Click Continue and move to step 4.
   a. Type Total % Employed for entire person (in whole numbers from 1 to 100). Press Tab or click Continue.
   b. Select length of academic contract Greater than or equal to 9 months. (NOTE: You must select this even if appointment is less than 9 months)
   d. Click Continue.
5. **Job Dates** screen:
   a. Verify Job Employee Class is GA.
   b. Type Job Begin and Job End Dates (should be somewhere between 5/16/YY and 8/15/YY). Summer jobs cannot begin prior to 5/16 or end after 8/15.
   c. Click Continue.
6. Type a position number, or search for a position by chart and org and highlight the desired position. You should have a pooled summer position for the appropriate classification already established. (If you entered a position number in Step 3, skip this step)
7. Click Continue.
8. **Position Data** is not editable in the Add a Job transaction. All summer positions have Type P-Pooled.
9. Click **Continue**.

10. On the **Job Data** screen
   
   a. Edit the **Suffix** to **SM**
   
   b. **Factor** defaults to 9. Select **1, 2 or 3** factors. The factor will match the number of pay periods (# of checks the student will receive during the summer period).
   
   c. Edit the **Job FTE**, using decimal value from 0.01 to 1.00
   
   d. Enter the job’s **MONTHLY salary** (must be at or above the campus minimum and be proportionate to the spring salary if the job is in the same unit and title); **ANNUAL salary** will automatically calculate (will be monthly salary x factors)
   
   e. Verify **Timesheet Org**; change if needed
   
   f. Change **Leave Category** to **IN – Ineligible**
   
   g. Verify the **Job Labor Distribution**:
      
      i. If a change is needed to existing values click on that field, overwrite the numbers, and click **Update** to the right of the LD row. Note: You must click **Update** next to each LD row for which you change values.
      
      ii. If an additional line is needed, use vertical blank fields below the LD row(s) to enter data, click **Add LD**.
   
   h. Type a **Job Comment**. If rate is other than 1/9\(^{th}\) per month please explain. Also include contact email & phone number, and click **Add Comment**. Note: Once the comment is added you cannot change or remove it.
   
   i. Click **Continue**. May get message regarding tuition waiver eligibility (if total FTE is less than .25 or greater than .67). If so, click **Continue** again.

11. You are now at the Employee Record View (ERV).

12. To add attachment(s) follow the steps below:
   
   a. Click **Attachments** tab
   
   b. Click **Add Attachment**
   
   c. Click **Browse**, select document to attach (either on your hard drive or network drive).
   
   d. Click **Open**
   
   e. Click **Add**
   
   f. Select **Document Type**, and type a **Description**.  
      Offer Letter = Offer/Acceptance Letter
   
   g. Repeat as necessary for additional documents.
      
      Grad Request for Exception to Limit on Summer Appointment = Exception to Limit on Summer Appointment
      
      J-1 Letter = Employment Docs
   
   h. Once all are listed, click **Upload**. Check the message at the top of the screen to ensure that no error occurred.
   
   i. Click **Done**.
   
   j. You may change the **Doc Type** in **Employee Record View** by using the drop down box. You can also edit the **Description**. Then click **Save Attachment**.

13. Routing

   a. Review all changes and **Route**. Should get message Success routing to Org Review stop.
   
   b. If initiator also has Org Review permissions, click the **Take Ownership** button in the Employee Record View. Otherwise, the transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message success routing to DEPT Apply stop. (If reviewer is not the home org, it routes to the home org for apply; will route to Campus HR if home org is the Fellowship Office)
   
   d. Transaction appears in the HOME ORG **Group Inbox**. HOME ORG must **Take Ownership**.
      
      i. Verify that all required documents are attached.
      
      ii. Review remainder of transaction and **Apply**.