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)
   c. Select **Pay Basis** *9/9*.
   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 1/9th 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**.

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