Graduate Assistant Request Instructions

HRTS has replaced the former HRM-4 hard copy process for all transactions related to GA/TA including additional service, cancellations, changes of status, funding changes, new hire / rehire, resignation and termination.

HRTS is not to be used to process Student Assistant, Research Assistant or Fellowship transactions.

ONLY EMP-2 and Oath Card Document can be "attached" within HRTS. All other onboarding documentation must be sent via hard copy mail to HR or hand carried to HR due to Personal Identifiable Information.

HRTS Login Instructions:

1. Log into PeopleSoft
2. Main Menu / UAHR Custom Addons / HRTS / Graduate Assistant Request / Graduate Assistant Request – Submit
3. Add New Value / enter Empl ID / click Add

New Hires: Enter all respective data fields as noted in the New Hire Request Type (see below)

Re-Hires: Enter only the information that is changing from the previous appointment

Below please find guidance by **Request Type**:

Additional Service:

- Enter Effective Date
- Enter Additional Service Amount
- Duration: select OTHER
- Enter From Date and To Date
- Update Department, Supervisor, Campus Work Address and Phone # for Additional Service (when applicable)
- Attach fully completed Additional Service Waiver Form (Only if GA/TA is currently at 50%)
- Add comments: # of hours per week; duties of additional service; note whether duties are related or different to GA/TA appointment duties

Cancellation:

- If employee worked any hours, select Resignation or Termination Request Type instead
- Enter Effective Date
- Add Comments: note the reason for the cancellation
- If cancelling an appointment that has not yet been fully processed by HR, please note the appointment information will not appear in the cancellation request

Change of Status:

- Enter Change of Status Reason (ex. full time to part time, etc.)
- Enter Effective Date
- Enter applicable changes on the right side of the screen
- Use the comments field for any related notes

Funding Change Only:

- Enter Effective Date
- Funding Accounts: enter Account Code and % (Add rows for split funding)

New Hire / ReHire:

- Enter Effective Date
- Enter First Day of Work
- Check the box to confirm an Offer Letter was sent to Candidate
- Select Assistantship Obligation, Duration and Primary Duty
- Duration: If employee is starting after the first day of classes, select OTHER, enter To and From dates and add comments noting the reason for the late hire and if you¿re seeking HR to prorate the stipend accordingly.
- Stipend (for the period):
- Enter Full Stipend Amount
- HR Pro-Rate Box: insert check mark ONLY if you are seeking HR to pro-rate the Stipend (ex. due to a late start date)
- Check Drop, Dept, Supvr, Work Address, Phone # and FTE:
- For New Hires: Enter data for all fields
- For ReHires: Only Enter data in fields that differ from the previous appointment
- Add Funding Account Info (Add rows for split funding)
- Use the comments field for any related notes
- Attachments: You may attach EMP-2 and Oath Card Only, as these forms do not have personal identifiable information. All other onboarding documentation (I-9, tax and direct deposit forms must either be hand carried or mailed to Human Resources)

Resignation:

- Enter Last Day of Work
- Attach Resignation Letter

Termination:

- Enter Last Day of Work

Add comments regarding termination reason