

New Hire Guide – Graduate Assistant

Save your work before proceeding to each new heading.

People Window

♦ Name ♦ Gender ♦ Action: Create Employment ♦ Person Types: Employee ♦ SSN

Alternate Regions

Personal Info

♦ Birth Date ♦ Registered Disabled: Y/N

Employment Info

♦ Ethnic Origin ♦ Veteran Status

Buttons at Bottom of People Window

Address (Repeat if student has a W-2 Mailing Exception)

♦ Address (use one line only) ♦ Zip

Phones

♦ Type: Home ♦ Phone number ♦ Type: Work ♦ Phone number

Special Info (Save after completing each section.)

Conditions of Appointment

♦ Conditions of appointment, comments, source of tuition

Emergency Contact

♦ Name ♦ Any phone number(s) ♦ Relationship

Assignment

♦ Employee Group: Graduate Assistant ♦ Employee Qualifier: GRA/GSA/GTA ♦ Job: 009980 ♦ Payroll: CSU Monthly Payroll ♦ Employee Category: Temporary ♦ Save ♦ Please Select a Basis of Service: 12/9 Month ♦ Do you want to use Location of New Org? OK or correct Location field

Tabs

Standard Conditions

♦ Working Hours

Salary Information

♦ Salary Basis: (Change to Summer Session Salary only if applicable)

Buttons at Bottom of Assignment Window

Salary

♦ Change Date (hire date) ♦ Change Value (annual salary)

Entries (for Summer Session assignments only – refer to User Guide for instructions)

Zoom from Assignment Window

♦ Assignment Action Code: New Hire ♦ Select Assignment #, Schedule Lines, Yes when asked to create schedule ♦ Select Assignment in Schedule Hierarchy box ♦ Save ♦ GL Account ♦ Start Date ♦ % ♦ Save ♦ Close Schedule Lines and Labor Scheduling windows ♦ Send Into Approval Process