University of Connecticut

Hiring an Employee: Graduate Assistant and Intern

Overview

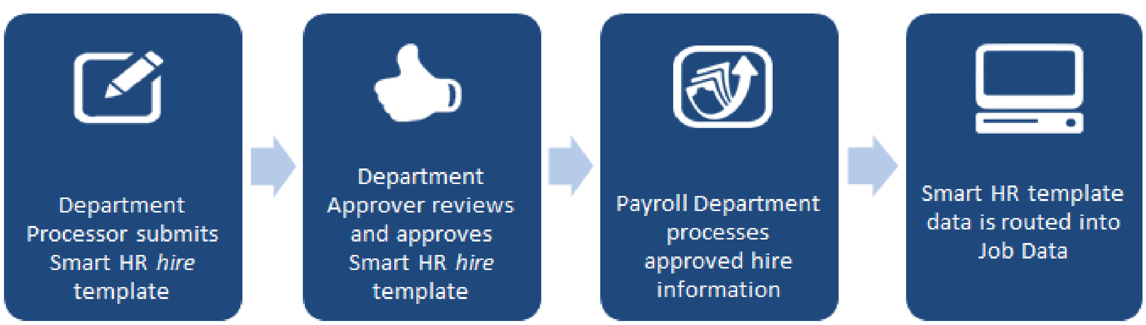
The Department Processors are responsible for initiating a Smart HR hire for Graduate Assistants and Graduate Interns. Once the template is complete, the hire is submitted for approval and then finalized centrally at the Payroll Department.

Most information on the Smart HR Hire template will auto-populate due to the integration with Student Administration. Therefore, it is critical the information in Student Administration is accurate so the hire template is completed correctly.

There are two Smart HR hire templates for hiring graduate employees:

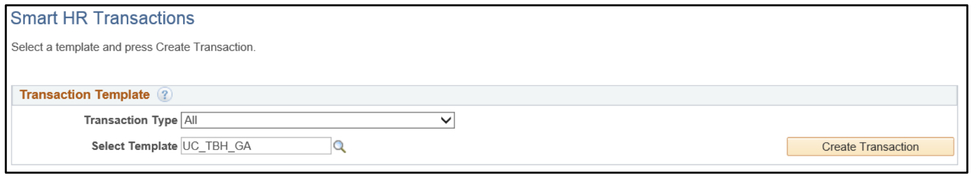
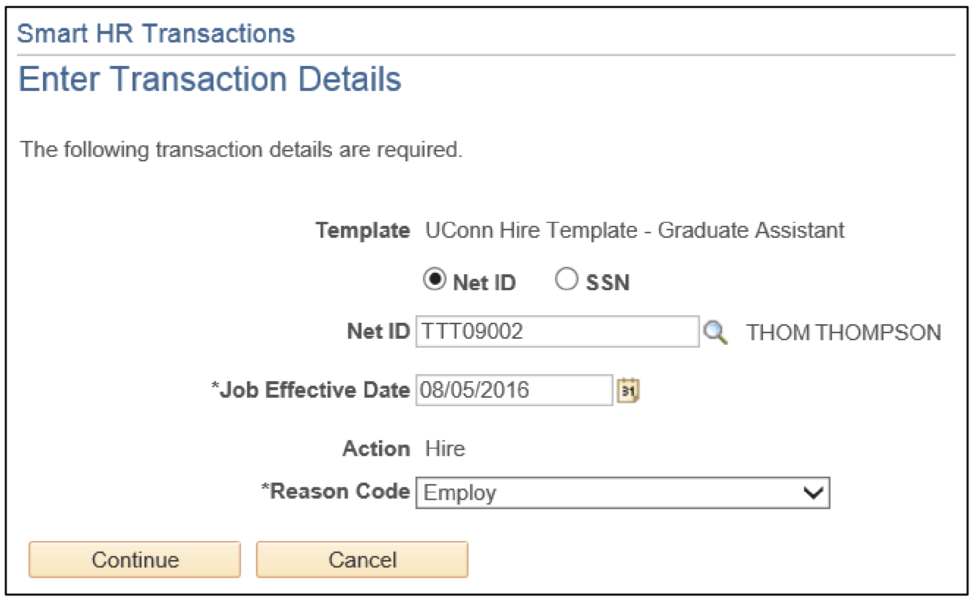
- UC_TBH_GA: Graduate Assistant Hire
- UC_TBH_GI: Graduate Intern Hire

Business Process



Process Steps

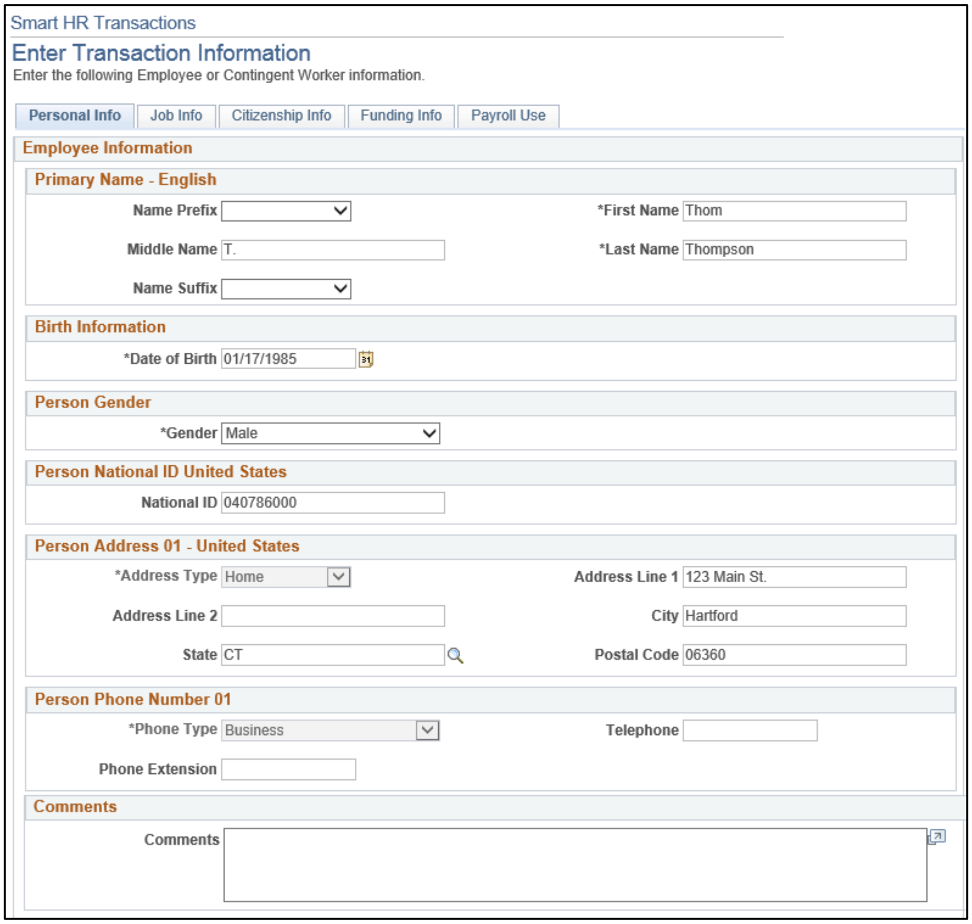
<u>Scenario:</u> In this example, Thom Thompson is being hired as a **Graduate Assistant** to the Chemistry Department.

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions**	
2	On the **Smart HR Transactions** page, select the following: • **Transaction Type**: All • **Select Template**: UC_TBH_GA Click **Create Transaction.**	
3	On the **Enter Transaction Details** page, enter the following: • **NetID:** It is strongly encouraged to enter the employee's Net ID over their Social Security Number (SSN) when hiring. The University is making an active effort to remove the SSN as a key identifier, where possible. • **Job Effective Date:** This auto-populates to the current date. Update if necessary. • **Action:** This will default to *Hire.* • **Reason Code:** Select a reason for the hire action. In this example, select *Employ.* Click **Continue.**	

<table>
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>4</td><td>Much of the information on the Personal Info tab will auto-populate due to the integration with Student Administration.

Enter the remaining information.

Note: Fields marked with an asterisk (*) are required.

When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.</td><td>
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>5</td><td>

Some of the information may auto-populate on the **Job Info** tab due to the integration with Student Administration.

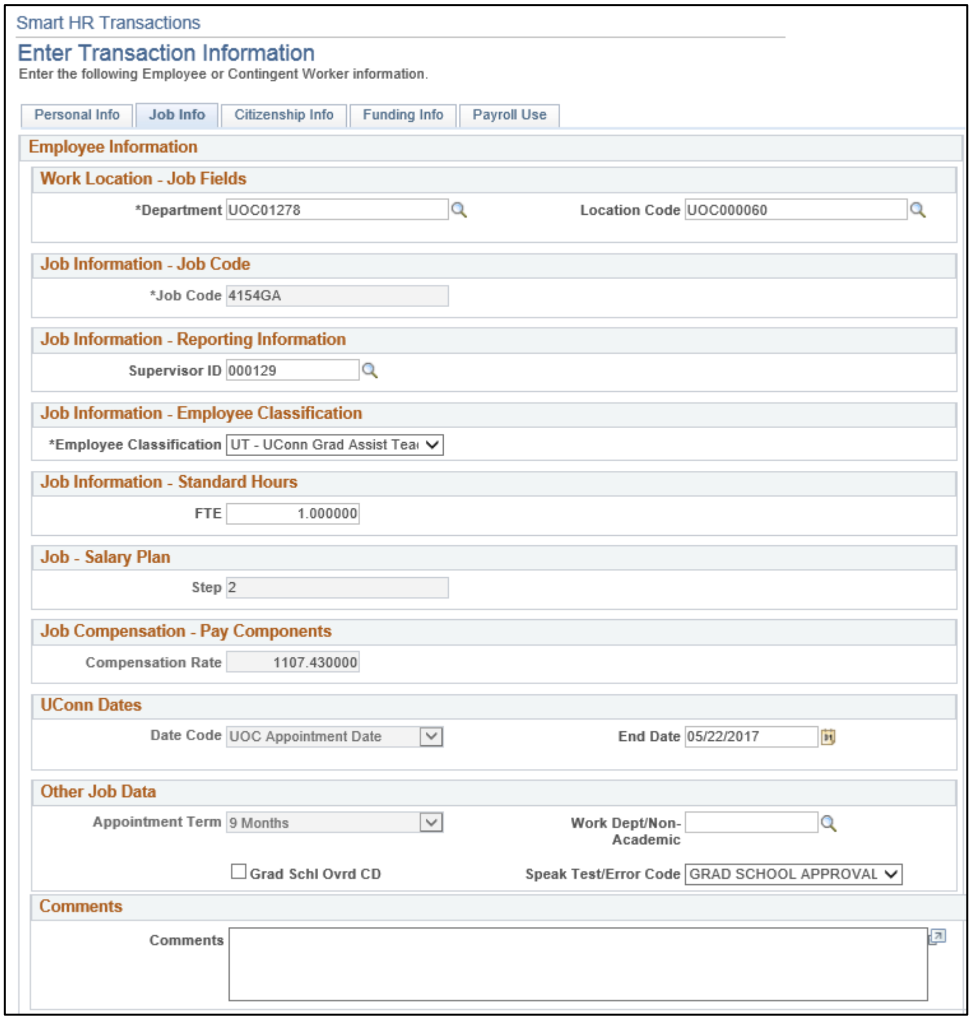
Ensure the remaining required fields are complete :

- **Department**
- **Employee Classification**

Note: You will not be able to move to the next tab until all required information is entered on this tab.

When all of the required information is entered, move to the **Citizenship Info** tab.

</td><td>



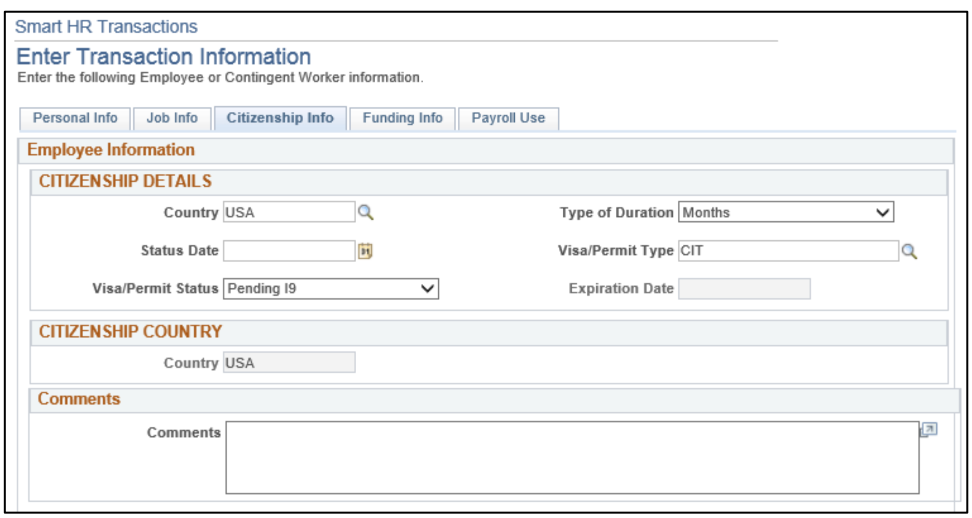
</td></tr>
<tr><td>6</td><td>

The information on the **Citizenship Info** tab will auto-populate from the integration from Student Administration.

Department Processors do not need to enter any additional information on this tab.

Move to the **Funding Info** tab.

</td><td>



</td></tr>
</table>

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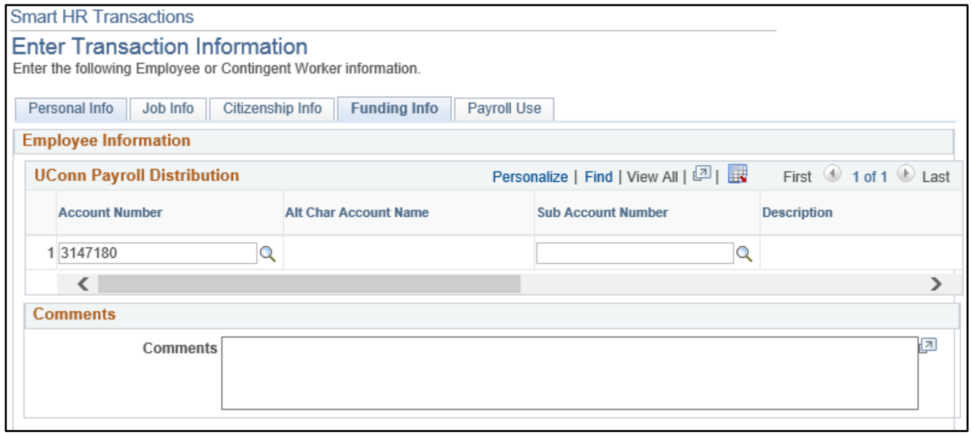
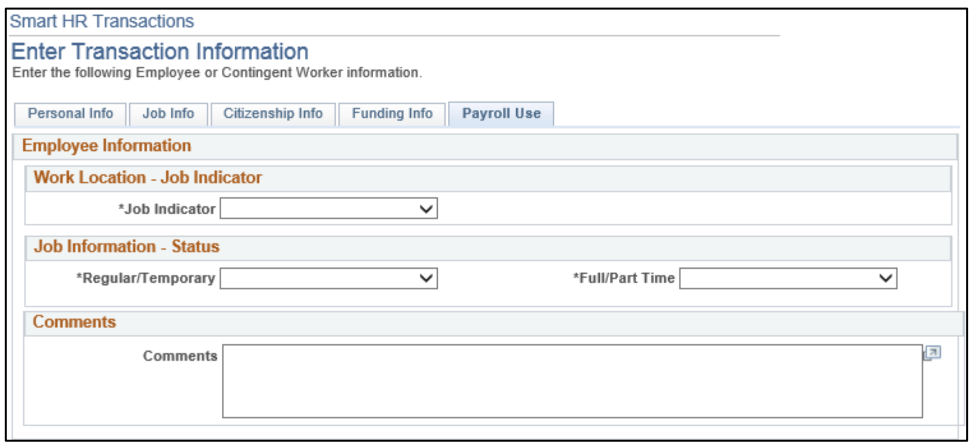
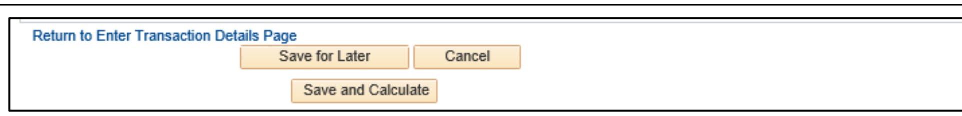
<tr><td>7</td><td>Funding information will not auto-populate. Department Processors need to enter all required information.

Click the plus sign (+) to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee.

When the funding information is entered, move to the Payroll Use tab.</td><td>
</td></tr>
<tr><td>8</td><td>The information on the Payroll Info tab will be completed by the Payroll Department.

Department Processors do not need to enter any information on this tab.

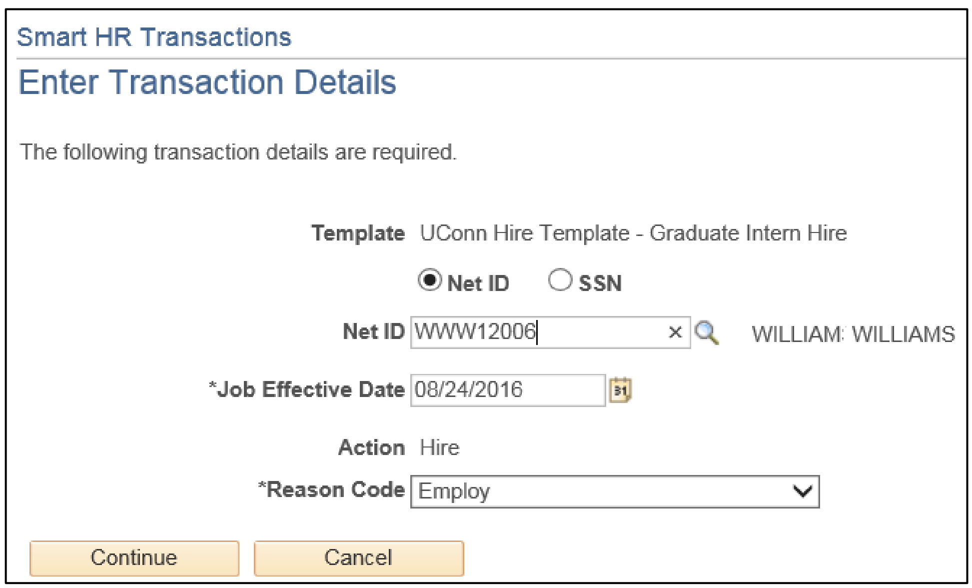
Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.</td><td>
</td></tr>
<tr><td>9</td><td>Once all information on the Hire template is complete, click Save and Calculate.</td><td>
</td></tr>
<tr><td>10</td><td>At the bottom of the template, an Attachment section will open.

If applicable, search for and attach an attachment to include with the hire.

Click the plus sign (+) to add additional attachments.</td><td>
</td></tr>
</table>

Step	Action	Screenshot
11	When all information on the template is complete, click **Submit** to route the Hire template to the Department Approver for approval.	

Process Steps
Scenario: In this example, William Williams is being hired as a **Graduate Intern** to the Biology Department.

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions**	
2	On the **Smart HR Transactions** page, select the following: • **Transaction Type**: All • **Select Template**: UC_TBH_GI Click **Create Transaction.**	
3	On the **Enter Transaction Details** page, enter the following: • **NetID:** It is strongly encouraged to enter the employee's Net ID over their Social Security Number (SSN) when hiring. The University is making an active effort to remove the SSN as a key identifier, where possible. • **Job Effective Date:** This auto-populates to the current date. Update if necessary. • **Action:** This will default to *Hire.* • **Reason Code:** Select a reason for the hire action. In this example, select *Employ.* Click **Continue.**	

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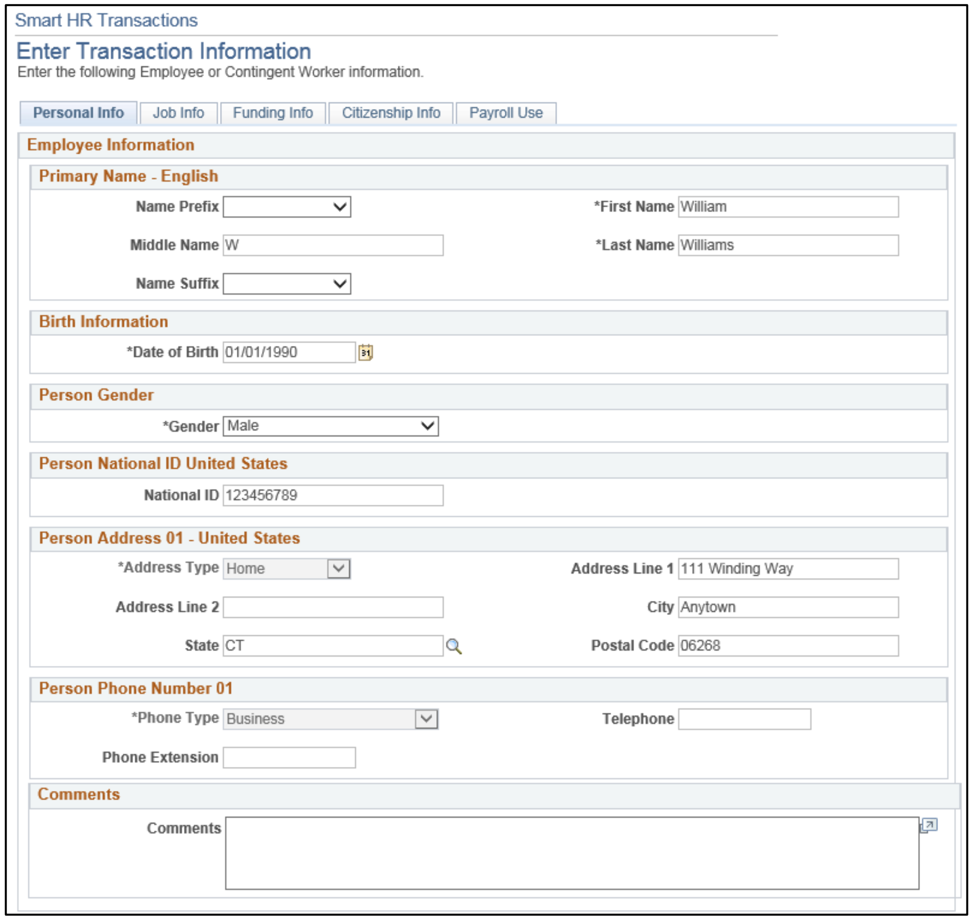
4	Much of the information on the **Personal Info** tab will auto-populate due to the integration with Student Administration. Enter the remaining information. **Note:** Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the **Job Info** tab to enter the job-related information.	

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<tr><td>5</td><td>

Some of the information may auto-populate on the **Job Info** tab due to the integration with Student Administration.

Ensure the remaining fields are complete:

- **Department**
- **Location**
- **Supervisor ID**
- **FTE**
- **Plan**
- **Compensation Rate**
- **UOC Appointment End Date**

Note: You will not be able to move to the next tab until all required information is entered on this tab.

When all of the required information is entered, move to the **Funding Info** tab.

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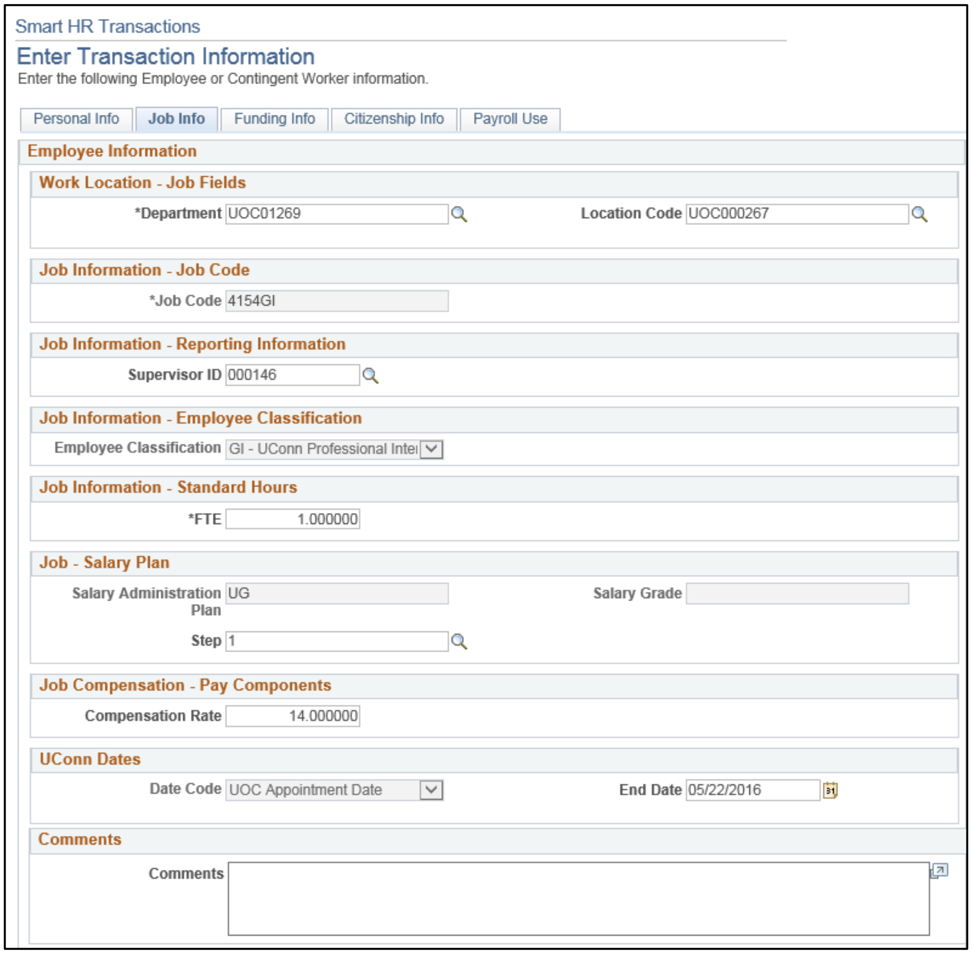

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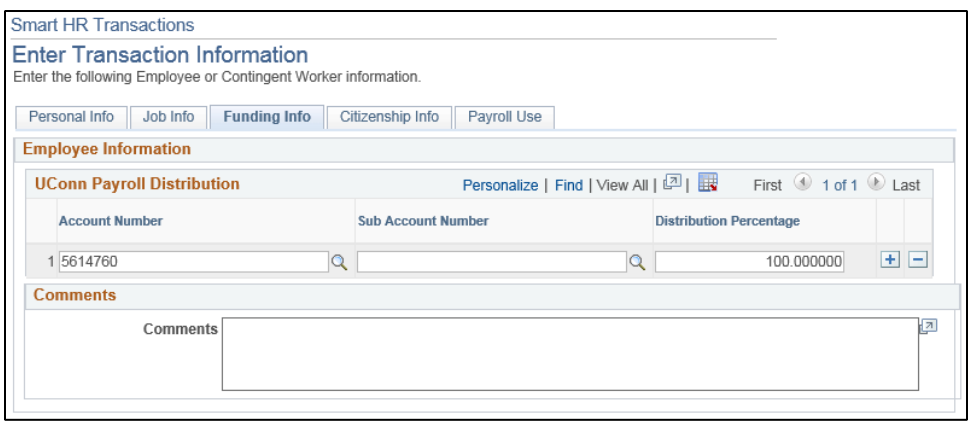

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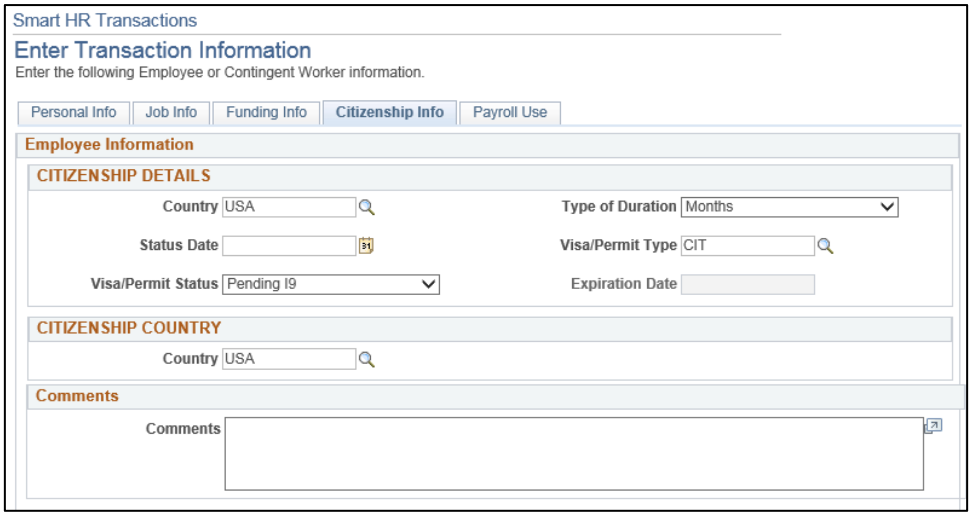
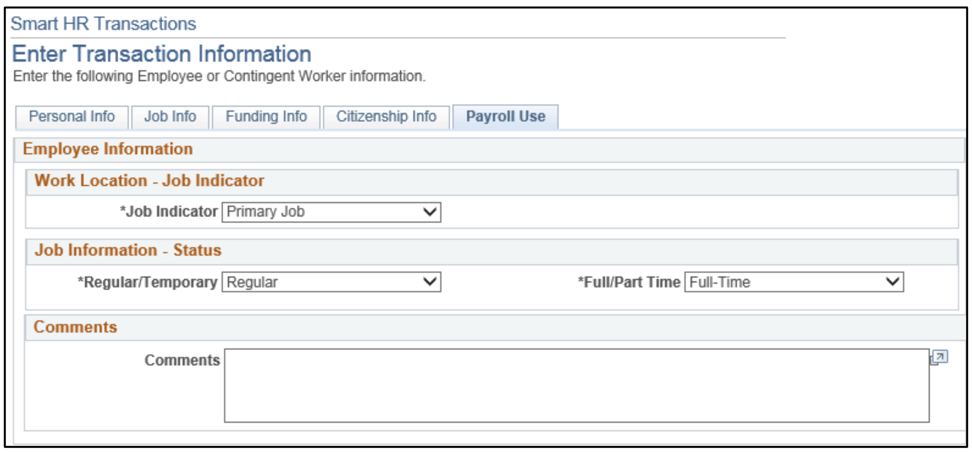
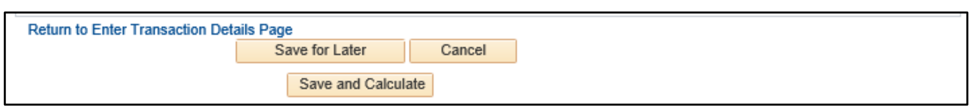
7	The information on the **Citizenship Info** tab will auto-populate from the integration from Student Administration. Department Processors do not need to enter any additional information on this tab. Move to the **Payroll Use** Info tab.	
8	The information on the **Payroll Use** tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. **Note**: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	
9	Once all information on the Hire template is complete, click **Save and Calculate**.	
10	At the bottom of the template, an **Attachment** section will open. If applicable, search for and attach an attachment to include with the hire. Click the **plus sign (+)** to add additional attachments.	

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