FACS Graduate Assistant Hiring

Timeline, Roles, and Process Overview

April 2, 2024

College of Family and
Consumer Sciences
UNIVERSITY OF GEORGIA

Agenda

- ➤ **Welcome & Purpose of Meeting (Mike)**

- ➤ **Hiring Timeline (Brooke)**

- ➤ **Duties/Responsibilities By Role (Delilah)**

- ➤ **New Hire Workflow (Delilah/Brooke)**

- ➤ **Returning Graduate Assistant Workflow (Delilah/Brooke)**

- ➤ **Offer Letter Templates & Calculator (Delilah/Brooke)**

- ➤ **Department Spreadsheet (Brooke/Tina)**

- ➤ **Summer Actions (Delilah)**

- ➤ **Reminders & Best Practices (Mike)**
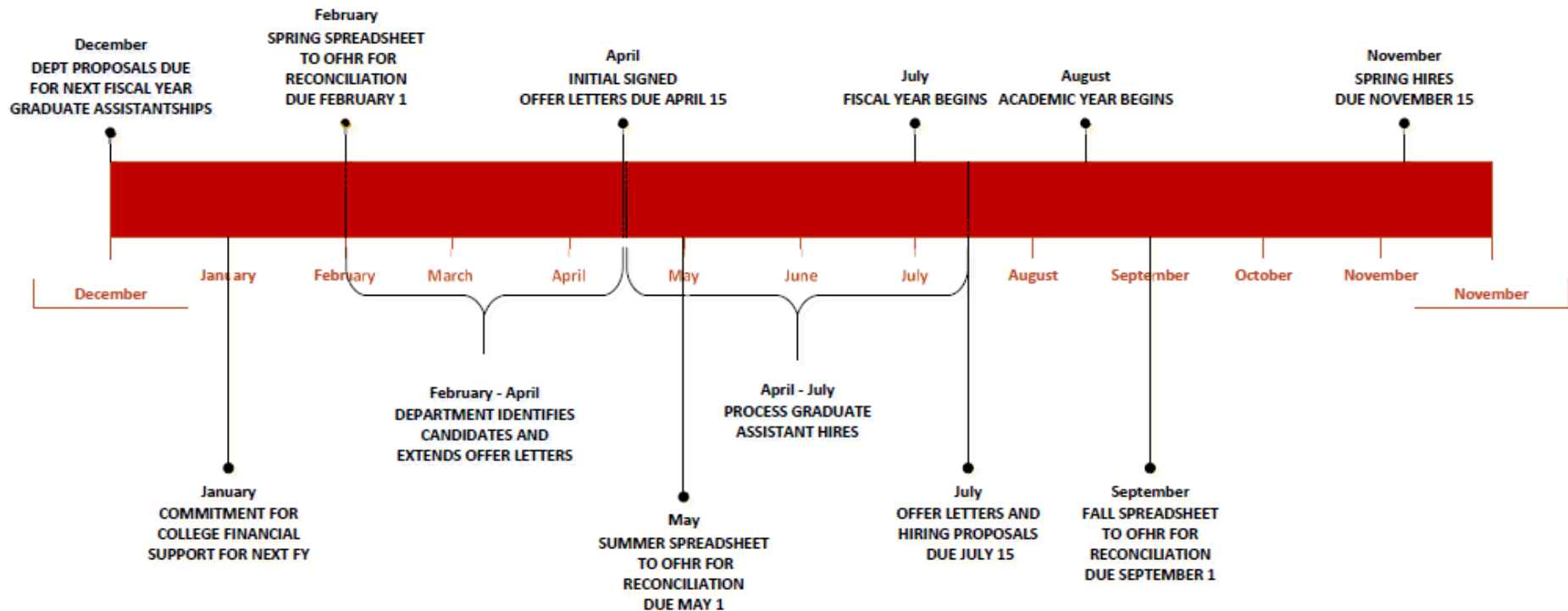
- ➤ **Open Forum Discussion**

Purpose of the Meeting

❖ Begin with the End Goal in Mind

❖ Understanding of Roles

❖ Resources Available

❖ Best Practices

❖ Open forum for discussion and questions

The Office of Finance and Human Resources
College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

Graduate Assistant Hiring Timeline
Revised March 2024

December
DEPT PROPOSALS DUE FOR NEXT FISCAL YEAR GRADUATE ASSISTANTSHIPS

February
SPRING SPREADSHEET TO OFHR FOR RECONCILIATION DUE FEBRUARY 1

April
INITIAL SIGNED OFFER LETTERS DUE APRIL 15

July
FISCAL YEAR BEGINS

August
ACADEMIC YEAR BEGINS

November
SPRING HIRES DUE NOVEMBER 15

December | January | February | March | April | May | June | July | August | September | October | November

December | | | | | | | | | | | November

February - April
DEPARTMENT IDENTIFIES CANDIDATES AND EXTENDS OFFER LETTERS

April - July
PROCESS GRADUATE ASSISTANT HIRES

January
COMMITMENT FOR COLLEGE FINANCIAL SUPPORT FOR NEXT FY

May
SUMMER SPREADSHEET TO OFHR FOR RECONCILIATION DUE MAY 1

July
OFFER LETTERS AND HIRING PROPOSALS DUE JULY 15

September
FALL SPREADSHEET TO OFHR FOR RECONCILIATION DUE SEPTEMBER 1

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Duties/Responsibilities by Role

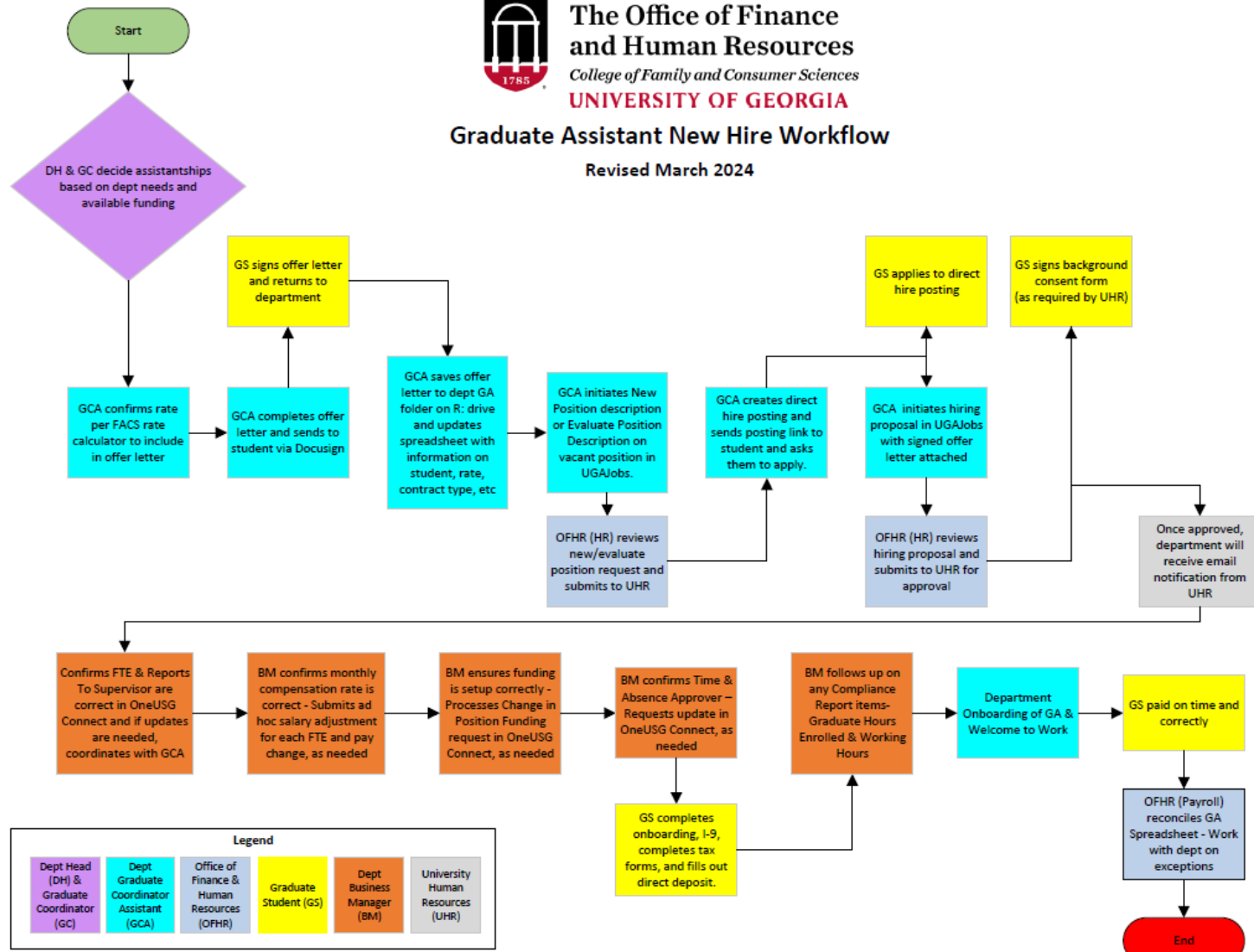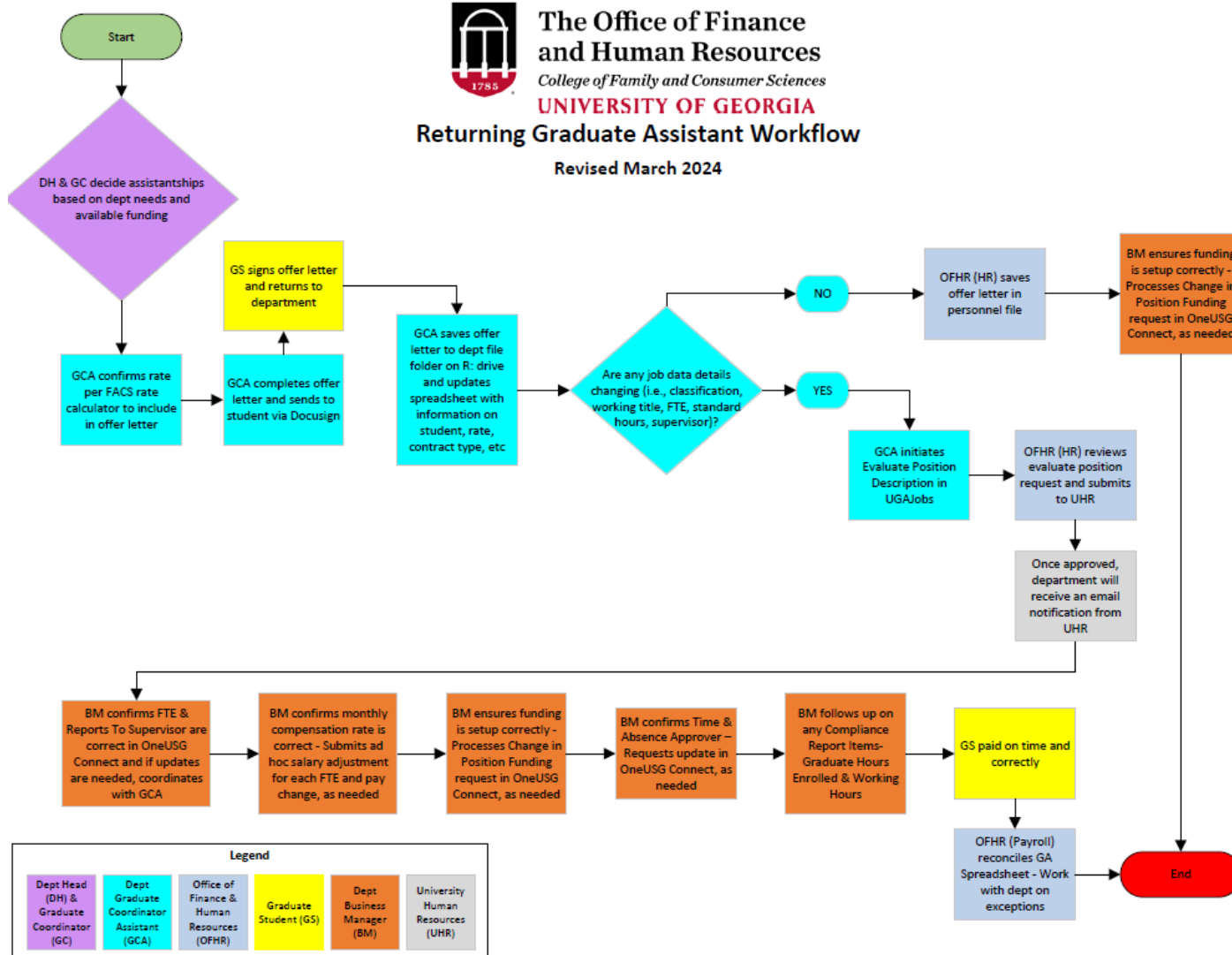| Department Head (DH)	Graduate Coordinator (GC)	Graduate Coordinator Assistant (GCA)	Business Manager (BM)
Identifies department needs for graduate assistantships (i.e. instruction, research, etc.)	Makes recommendations concerning admission to Graduate School	Creates offer letters with confirmed FACS compensation rates and sends to student for signature	Confirms FTE and Reports To Supervisor are correct in OneUSG Connect and coordinates with GCA regarding any updates
Identifies funding sources for graduate assistantships	Makes recommendations for Graduate School awards, scholarships, etc. and assist in rating other applications for these competitions	After signed offer letter received, stores in department folder on R drive	Confirms the monthly compensation rate is correct - Submits ad hoc salary adjustment for each FTE and pay change, as needed
Determines FTE for graduate assistantships	Maintains current records on all departmental graduate students	Creates new position or evaluates existing position in UGAJobs	Ensures funding is setup correctly - Processes Change in Position Funding request in OneUSG as needed
Collaborates with GC to determine department's Graduate Assistants	Collaborates with DH to determine department's Graduate Assistants	Creates direct hire posting in UGAJobs and sends to student	Confirms Time & Absence Approver – Requests update in OneUSG, as needed
	Communicates important information with graduate students and faculty (deadlines, dates, & policies). i.e. offer letters, FTE changes, new hire deadlines to qualify for tuition waiver, performance evaluations, etc.	Creates hiring proposal in UGAJobs and attaches signed offer letter	Processes Backpay, Overpayment, and Off Cycle Requests, as needed.
	Serves as Graduate Coordinator Role as defined by UGA Graduate School's Graduate Coordinator Handbook: https://grad.uga.edu/wp-content/uploads/2022/11/2022-Graduate-Coordinators-Handbook.pdf	Coordinates with BM and completes department planning spreadsheet based on DH/GC decisions; updates with FTE changes (limit one per term); saves spreadsheet file with most recent date	Coordinates and assists GCA in completing department planning spreadsheet
		Communicates to BM regarding graduate assistants on Short Work Break and no longer on assistantships- graduating or assistantship end	Follows up on any Compliance Report Items (i.e. Graduate Hours Enrolled & Working Hours)
		Submits state tuition waiver (ROOST) requests & tuition waivers	Assists GCA with rate calculator, as needed
		Collect graduate assistant performance evaluations & save in R drive dept folder	Submits graduate assistant terminations in OneUSG
			Inputs Graduate Assistants' Short Work Break & Return to Work Breaks in OneUSG

New Hire Workflow

Returning Graduate Assistant Workflow

Offer Letter Templates & Calculator

❖ Offer Letter Templates
- o Use the FACS Offer Letter Template for new and returning graduate assistants
- o OFHR (HR) communicates the new offer letter template each year to departments, which is saved under each Department's Graduate Assistant file in the R drive: R:\DEPT and on the OFHR website
- o All Graduate Assistants must have a signed offer letter every year as it communicates expected number of work hours per week and pay.
- o If FTE (work hours) changes, then the Graduate Assistant receives a new letter to set correct expectations for work hours and pay.

❖ Calculator
- o Use to calculate monthly pay rate and total annual pay amount for offer letters.
- o Annual rates and GA Calculator are saved under each Department's Graduate Assistant file in the R drive: R:\DEPT and on the OFHR website
- o The calculator is based on the type of GA (Fiscal or Academic), degree level (PhD or MS) and the FTE percent (33.3%, 40%, 50%).

Department GA Spreadsheet

❖ Spreadsheets are due to the OFHR (Payroll) by:

Fall Semester	Spring Semester	Summer Semester
September 1st	February 1st	May 1st

❖ The spreadsheet is used during the OFHR Payroll reconciling process because it is compared with the position funding cube to ensure that GAs are paid and funded correctly.

❖ To ensure accuracy during the reconciling process, spreadsheets must be updated whenever a change occurs (i.e. delayed start date, funding source change, amount change, etc.) and saved in the appropriate folder on the R:\DEPT

- **Updates to File:**
  - **Fall/Spring/Summer Columns**
  - **Lines for each GA now together**
  - **Example Tab for Completing**
- **Save spreadsheet file with most recent date**
- **Summer Spreadsheets are reconciled by Dept, but not OFHR, as Dean's Allocation is not used during Summer.**

Summer Actions

❖ Academic Year GA's who work during summer must have a signed Summer Offer Letter. The Summer Offer Letter template is saved in each Department's Graduate Assistant file in the R drive: R:\DEPT and on the OFHR website.

  ❖ Summer instructional dates for Graduate Teaching Assistants can be found on the Office of the Registrar's Academic Calendar schedule website at https://reg.uga.edu/general-information/calendars/academic-calendars/.

❖ Short Work Break/Return to Work for Graduate Assistants are submitted in OneUSG Connect by Department Business Managers for Graduate Assistants who do not work during summer. SWB/RTW dates must align with dates in the offer letter. Instructions on how to submit SWB/RTW: https://hr.uga.edu/employees/grad_assistant_management/short_work_breaks/.

  ❖ **SWB/RTW requests in OneUSG must be future dated.**
  ❖ Backdated requests must be submitted by ticket to UHR.

❖ *NOTE: Graduate Assistants will continue to receive full monthly pay if not placed on Short Work Break or terminated appropriately in OneUSG Connect by the department.*

<u>Reminders</u>

❖ Department must store Graduate Assistant signed offer letters and performance evaluations at <u>R:\DEPT</u>.

❖ System needs to match the department's spreadsheet.

❖ Total pay and monthly rate must be reflected correctly on offer letter.

❖ Limitation of FTE changes during the Fiscal Year:

  ▪ Must be requested prior to effective date (at least one monthly payroll cycle in advance).

  ▪ There will be **1** change allowed to FTE per semester.

  ▪ If approved, FTE changes require a new offer letter.

❖ No switching between Academic & Fiscal employment dates.

<u>Best Practices</u>

✓ Ensure employee (graduate assistant) understands pay amount and frequency… this is our end customer

✓ Coordinate and collaborate together in the department (Department Head, Graduate Coordinator, Graduate Coordinator Assistant, and Business Manager) – this is a team effort

✓ Communicate often and clearly

✓ Plan for deadlines

✓ Ensure changes are submitted timely for rate, pay and/or funding revisions

Open Forum

Questions, Comments, Concerns, Other Thoughts