Welcome

- Purpose of Webinar
- Presenters on the Call

Marla Bruner, Director of the Office of Graduate Studies
Terryl Barnes, Commitment Accounting Manager
Shalonda Cargill, ERP System Analyst Lead, Enterprise Resource Planning
Kashuanda Clarke, HR Info Processing Lead, HR Services
Will Jimerson, Director of HR in Ivan Allen College
Dawn Franklin, Asst Dir-Admin Ops, Chemical and Biomolecular Engr.
Summer Hires & The Impact of COVID-19
Summer Hires – GRA & GTA

• **General Policy Guidance** - GRA and GTA hiring should be treated just as any other academic term. Any graduate student hired to do research or teaching at 33% to 50% effort must be hired as a GRA or GTA. To be eligible for the GRA/GTA waiver, the student must:

  • Be registered full-time with 12 billable hours, including a minimum of 6 graded hours in summer.

  • Students on a sponsored project as a GRA needs to remain a GRA throughout their involvement on the project, including in summers.

  • If research effort falls below 33%-time, the student may be hired as a GA, but still must be enrolled for a minimum of 3 graded hours.

  • The above applies provided there is sufficient degree-related course work available for the student to take during the summer. If the student has no available course options for registration, then they may be hired as a Tech Temp.
Summer Hires - GA

MS students: If there is no available, degree-applicable course work for the student to take in summer, then the student may be hired as a Tech Temp or if the student will enroll part-time (3 graded hours), then hire as a GA.

- A GA can:
  - Provide classroom support, assist with grading, perform research within a unit (not related to their degree program), or do administrative work
  - Work 10 hours per week or less
  - Be used in some fellowship scenarios to provide supplemental funding support

As always, please follow OIE guidance regarding the implications for alternate enrollment and/or hiring appointments affecting international students.
Additional Policy

• Final Semester PhD Students

• Late Hires – Summer Deadline is May 15

• No GRA/GTA Waivers are to be entered in Banner after June 1

Links for Additional Policy Details:


• [https://policylibrary.gatech.edu/academic-affairs/graduate-student-enrollment-and-employment](https://policylibrary.gatech.edu/academic-affairs/graduate-student-enrollment-and-employment)

• [https://policylibrary.gatech.edu/academic-affairs/graduate-student-tuition-waivers](https://policylibrary.gatech.edu/academic-affairs/graduate-student-tuition-waivers)
COVID-19 Impact

- Increased need for GTAs and instructors of record
- Internships are being cancelled
- Offering flexibility when possible
- Contact Grad Studies for specific challenges

Georgia Tech Coronavirus (COVID-19) Information

- Georgia Tech’s Coronavirus (COVID-19) Campus Response

COVID-19 Guidance for Prospective, Admitted, and Current Graduate Students (which also includes information for the faculty and program administrators who support them) from the Office of Graduate Studies.
Commitment Accounting
Commitment Accounting

- Similar to SPD
- Reports
  - Invalid Funding
  - Employee Cost Detail
  - Project Cost Detail
- Change Position Funding
  - Future pay period change
  - By effective date
- Express Direct Retro
  - Past pay period change
  - By pay period end date
Commitment Accounting

• Fund position by effective date
  • Beginning of pay period
  • Or start date of Grant

• Funding by Position
  • Each student should have their own position
  • Changing position funding changes funding for all in position
Commitment Accounting

For more information please visit

- https://gatech.service-now.com/hr
- http://www.budgets.gatech.edu/Home/CmtAcctg
Hiring Process
Step 1:
Faculty member or hiring manager informs the department contact (GradWorks Initiator – Faculty Member, School Academic Coordinator, Department HR Representative, and/or Department Finance Representative) of his/her intent to hire a graduate student employee.

*Step 2:*
GradWorks Initiator (School Academic Coordinator, Department HR Representative, and/or Department Finance Representative) initiates GradWorks request changes:
http://grad.gatech.edu/GTGradWorks

Step 3:
The GradWorks request is processed through the departmental workflow to ensure academic compliance and student eligibility.
The Academic Coordinator enters the GRA/GTA waiver for the student into Banner and checks that completion marker within the GradWorks request.

Step 4:
After the final approval is granted in GradWorks, the Department HR Representative or OneUSG provisioned initiator fulfills the following in OneUSG Connect:

4A) Complete Add/Change Position in Manager Self Service
Determine if you are establishing a new position or revising an existing position.

Necessary Information: effective date, job code and title, reporting manager, hourly/salaried, pay group and pay frequency, standard work hours per week, location

**Insert New Job Codes for GRA, GTA, GA monthly, GA hourly**

4B) Ensure Position Funding in Manager Self Service is accurate, if you are revising an existing position

Necessary Information: effective date, percentage of distribution, combination code/WorkDay Driver Tag

Step 5:
After the Manager Self Service position management actions Add/Change position is approved in OneUSG Connect, complete the Direct Hire Form in Manager Self Service.

**REQUIRED:** Include GradWorks Request ID number and GRA/GTA Tuition Waiver Entry Status in the Additional Info Notes Section of the Direct Hire Form.

Necessary Information:
Start date, end date, onboarding paperwork, hiring packet, employee name and email, approval pathway, position number, pay rate and pay frequency, and background check if applicable

Step 6:
Direct Hire Form is submitted and routed through the OneUSG Connect departmental workflow.

Step 7:
OneUSG provisioned initiator adds a comment in GradWorks noting GTHR approval and the OneUSG Direct Hire Transaction Number.
Benefits of GradWorks

- Eligibility check for hiring students
- Organization and preparation of data required for initiation of OneUSG transactions
- Captures all Academic approvals
- Tuition Waiver check for tracking
- Dashboard with list views and reporting on hires
- Cross-unit hiring transparency
- Compliance tool and source of data at the institute level on waivers, fellowship info, advisors, etc.
Some were recently changed; see below for the new job codes.

<table>
<thead>
<tr>
<th>Job Codes</th>
<th>Job Titles</th>
<th>GT OneUSG Pay Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>900T01</td>
<td>Student Assistant ~ PURA; T indicates Research</td>
<td>03T</td>
</tr>
<tr>
<td>900X01</td>
<td>Student Assistant</td>
<td>03T</td>
</tr>
<tr>
<td>900x02</td>
<td>Resident Assistant</td>
<td>03T</td>
</tr>
<tr>
<td>901X01</td>
<td>Work Study Assistant</td>
<td>03T</td>
</tr>
<tr>
<td>905x02</td>
<td>GA ~ Exempt Duties</td>
<td>03G</td>
</tr>
<tr>
<td>907X01</td>
<td>GRA ~ Research Duties</td>
<td>03G</td>
</tr>
<tr>
<td>908X01</td>
<td>GTA ~ Teaching Duties</td>
<td>03G</td>
</tr>
<tr>
<td>909X01</td>
<td>GA ~ Non-Exempt Duties</td>
<td>03T</td>
</tr>
</tbody>
</table>
• In the current business process, GradWorks users have hired students semester-to-semester (i.e. the end date on the Direct Hire form should be the end of the semester). We know this will cause a high volume of work and have reached out to the USG for guidance.

• This means, in general, a OneUSG Connect action must follow the Gradworks action each time you are rehiring, terming, or changing an existing appointment.

• The only exception to this would be for your currently active graduate student employees. If you have existing grad student employees that have open-ended appointments and there will not be any change to their appointment (funding, appointment type, etc.), you will not need to do a OneUSG Connect action (only a Gradworks action), because they are already encumbered forward.

  • You can utilize the employee cost detail report in OneUSG Connect to determine which students are currently open-ended.

  • If there is a change to their appointment (such as a funding change or appointment type change), then you would need to do the appropriate OneUSG Connect action.

  • If you term/rehire an existing student at a later time, then you will need to do both actions.
One USG Connect Direct Hire Form
Recruitment & Hiring Lifecycle

1. Add/Change Position
2. Competitive Hire or Non-Competitive
   - Competitive
   - Non-Competitive
3. Post Job
4. Interview and Select Applicant
5. Extend and Accept Offer
6. Background Check
7. Onboarding Packet
8. Create Employee and Job (Workforce Administration) (Update HR)
9. Georgia Tech Human Resources
10. Direct Hire Form
    - Submit Hire
    - Approval Workflow
Direct Hire Process

MSS: Add/Change Position

MSS: Submit Direct Hire Form

Workflow Approvals (department, Faculty Affairs, etc.)

Talent Acquisition reviews & approves Form

Talent Acquisition determines background check requirements

Talent Acquisition reviews background check

Accurate alerts Talent Acquisition

Candidate completes form

Accurate sends consent form to candidate

Talent Acquisition Initiates Background Check

Talent Acquisition initiates onboarding

Equifax Compliance Center sends onboarding link to candidate

Candidate completes onboarding activities

Candidate appears for GTHR to hire into OneUSG Connect

GTHR becomes aware of the hire request at this point.
Student Transactions - Hire

• Use the Direct Hire Form for Non-Competitive hires/rehire:
  • Non-Competitive student jobs (undergrad and graduate)
  • Part-time and limited term faculty
  • All Rehired Retirees
  • USG Affiliates

• Use the Direct Hire Form for all Competitive hires that will not use Careers until Phase II or III:
  • Federal Work Study
  • All Faculty (except for the pilot groups using Careers in Phase I)
  • Competitive student positions
Student Transactions – Post-Hire

• Maintained through My Team Tile or MSS Transactions in Navigator
• To extend the termination, use MSS Transaction Termination and update the TERM date
• To Rehire, use the Direct Hire Form

<table>
<thead>
<tr>
<th>Add/Change Position</th>
<th>Position Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Transfer</td>
<td>Change Time Approver</td>
</tr>
<tr>
<td>Termination</td>
<td>Security Request Form</td>
</tr>
<tr>
<td>Retirement</td>
<td>MSS Request (Misc.)</td>
</tr>
<tr>
<td>Promotion</td>
<td>Supplemental Pay Request</td>
</tr>
<tr>
<td>Demotion</td>
<td>Adjust Leave Balances</td>
</tr>
<tr>
<td>Reporting Change</td>
<td>Location Change</td>
</tr>
<tr>
<td>Ad Hoc Salary Change</td>
<td>Express Direct Retro</td>
</tr>
<tr>
<td>Review Compensation</td>
<td>Submit MSS Misc. Form</td>
</tr>
</tbody>
</table>
Direct Hire FAQs

- Who will use the Direct Hire Form?
  - Direct Hire Form is used by GT for hires outside of Recruitment (OneUSG Careers)

<table>
<thead>
<tr>
<th>Hire Type</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff (all)</td>
<td>Phase I - Mar. 2020</td>
</tr>
<tr>
<td>Tech Temps (all)</td>
<td>Phase II - Summer 2020</td>
</tr>
<tr>
<td>FT Faculty (non-GTRI)</td>
<td>Phase III - Jan. 2021</td>
</tr>
<tr>
<td>GTRI (research faculty &amp; students)</td>
<td>Hire via Careers</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Direct Hire Form</td>
</tr>
<tr>
<td>Competitive Student (ex. CRC)</td>
<td>Hire via Careers</td>
</tr>
<tr>
<td>Non-competitive Student Hiring (GRAs)</td>
<td>Direct Hire Form</td>
</tr>
<tr>
<td>PT &amp; Limited Term Faculty</td>
<td>Direct Hire Form</td>
</tr>
<tr>
<td>Rehired Retirees</td>
<td>Direct Hire Form</td>
</tr>
<tr>
<td>Affiliates</td>
<td>Direct Hire Form</td>
</tr>
</tbody>
</table>
Direct Hire FAQs

• What information do initiators need before submitting a Direct Hire Form?
  • Name
  • Start Date
  • End Date
  • **Position Number**

• What if I do not have a position number?
  • You need to use the Add/Change Position transaction in Manager Self Service to:
    • Request a new position
    • Change an existing position
    • Once you have the approved position number you can submit your Direct Hire Form request.
  • **Important:** If you initiate an Add/Change Position transaction for either a new position number or changes to an existing position number, this transaction needs to be **approved** before you submit the Direct Hire Form.
Direct Hire FAQs

• How do you extend the termination after the termination date? Is this still an extension or should it be a rehire?

• If today is 3/25, the termination was 3/22. Should this be a rehire?
  • When trying to EXTEND someone who has already terminated, YES. This is a rehire.
    • If the person who terminated was a benefitted employee, use Rehire/ Reinstate Within 30 days
    • Submit request via Direct Hire Form

• If today is 3/25, the termination date is 4/1. Is this a true extension?
  • YES, this is a data change via a MSS Termination Transaction
    • Submit MSS Term request with new date and add comments explaining the changes
Direct Hire FAQs

• When will I see the GTID?
  • After it's created, the GTID will be available in:
    • Banner (immediately)
    • GTED (few minutes)
    • IAT (few minutes)
    • PeopleSoft, GT Badge Table (few minutes)
    • DWPROD (hourly)
    • EDWPROD (daily)
Things to Consider
Things to Consider

• Do you already have a position number for this appointment?

• Does the current appointment have a term date?

• Does the student have any other existing appointments?

• Is the appointment type, percent time, funding source, or rate changing?

• Is the student working in another department?
Things to Consider

• Does the funding source reside in another department?

• Who will initiate/approve in Gradworks and who will initiate/approve in OneUSG Connect?

• What will be the student’s status the following semester?

• How will the information be solicited from the faculty?

• How does the student plan to register (full time, part-time, etc.)?

• Will the student work for the full semester?
Resources & Contacts
Training

The transformation.gatech.edu website has useful information on training, including:

- **OneUSG Connect Training** – details on course updates and additions
- **Course Catalog** – descriptions of each course and links to its various offerings (live webinars, pre-recorded webinars, or web-based trainings)
- **Training Schedule** – register for upcoming live instructor-led webinars

*Note: Job Aids and FAQs can be found on ServiceNow.*
The transformation.gatech.edu website also has other useful resources, including:

- **Campus Readiness** – go-live checklists for employees, links to ServiceNow, and important updates for employees
- **How Will I...** – searchable Q&A on new processes in OneUSG Connect
- **Updates and Communications** – program updates and links to archived communications
- **FAQs** – links to FAQ glossary on ServiceNow
Open Labs

• Open Labs are virtual one-on-one sessions for Managers, Provisioned Initiators, and Approvers to work through transactions with our OneUSG Connect experts
• Users can request an open lab appointment by filling out an Intake Questionnaire and requesting a time slot in Moodle
• All requests will be reviewed and confirmed by our Training Team
• More information and detailed instructions can be found on the Communications and Updates page on the website here
Resources

GT GradWorks
• Updated GT GradWorks Training Guide: http://grad.gatech.edu/GTGradWorks

• Approval Change requests to the GTGradWorks Service Desk, or via direct email to: gtgradworks-support@gtri.gatech.edu

OneUSG Connect
• Visit https://gatech.service-now.com/home for Job Aids, FAQs or self-help videos

• Enterprise Transformation website ~ https://transformation.gatech.edu/
Contacts

GT GradWorks:

• Jackie Strickland
  Office of Graduate Studies
  jacquelyn.strickland@grad.gatech.edu

OneUSG Connect

• Visit the OneUSG Connect help tile or https://gatech.service-now.com/home to submit a ticket for assistance or report an issue.

• Contact the OneUSG Service Desk Monday-Friday from 8:00 am-5:00 pm EST for assistance with time sensitive issues at 404-385-5555.
Q & A
Let’s stay connected!