GT GradWorks User Guide
Graduate Assistantship
(GRA, GTA, GA) Hiring Management System

Revised April 1, 2020
About GT GradWorks:

The GT GradWorks interface allows faculty and their supporting staff to initiate GRA, GTA and GA hiring requests. The modified version of GT GradWorks is used alongside the OneUSG Connect platform, effective with the rollout of both systems on March 23, 2020. The graduate student hiring process starts in GT GradWorks with the initial departmental approval workflow chain, and concludes with a subsequent process in OneUSG. GT GradWorks is important for semester-by-semester job management and data preparation, including the tracking and reporting of current assignments at both department and Institute levels. Faculty are expected to confirm student work appointments from semester to semester.

Key Features & Functions

- Ease of use
- Audit trail
- Workflow based task assignments
- Automated end to end process
- Data tracking and reporting
- Maintains and improves quality
- Ensures compliance and consistency
- Preparation of data that is required for initiation of OneUSG transactions

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

- Faculty should confirm student assignments each semester, including the beginning or end of work appointments
- GT GradWorks does not facilitate Commitment Accounting (formerly called SPD) processes
- GT GradWorks captures all necessary approvals (Financial, Academic, Management, and HR) needed to initiate the graduate student employment process
- GT GradWorks does NOT apply the GTA/GRA waiver automatically in Banner
- There should be a record in GT GradWorks for every semester that a student is employed
- School/Unit-level HR Approvers should ensure that GT GradWorks hiring transactions align with transactions in OneUSG, and vice versa; There should generally be a corresponding hiring transaction in OneUSG for each GT GradWorks hiring transaction

Need more help?

- Create a help desk support ticket at the GTGradWorks Service Desk; or via direct email: gtgradworks-support@gtri.gatech.edu
- GT GradWorks Test Environment: https://testgtapps.gatech.edu/gtgradworks/
The Process in GT GradWorks
Graduate Research Assistant (GRA) Workflow Structure*

*Workflow structure is customized based on how each School/unit requests set-up of their approval chain.
Graduate Teaching Assistant (GTA) and Graduate Assistant (GA) Workflow Structure*

*Faculty Members or Faculty Designees should first consult with the student’s academic office or program coordinator. Workflow structure is customized based on how each School/unit requests set-up of their approval chain.
The Student
Student*

- Can initiate a request for Faculty/Advisor approval for a GRA
- Can initiate a request for Home Dept. Academic approval for GTA and GA
- Can review to verify existing student demographic information
- Can review and add/edit some fellowship information
- Can check the status of their existing workflow requests
- Can upload/add attachments

*Students should communicate with their faculty advisor/faculty supervisor and program coordinator prior to initiating hiring requests in GT GradWorks.
New Student’s Home Page

Logged in User - [Redacted]

To Work Next Semester
Click Here

My Profile
Click here to view/edit my Profile and Fellowship Information
From New Student’s Home Page

**MY CURRENT TERM JOBS**

1. To view/update your fellowship, please click [here](#).
2. You have no job(s) in GTGradWorks to continue for next semester. Please click [here](#) to create a job request.
New Student Request for GRA, GTA, GA

- New student hires (not hired previously at GT) should go to “To Work Next Semester” box
- Select “Click Here”
- Complete available fields

Notes:
- Confirm your Appointment Type, Stipend Period (Pay Rate box will open), % Time, Start Term, and appointment dates.
- If your advisor/supervisor does not appear in the system, then they must be added/configured. Please submit a help desk ticket; click “About” on your home page for directions on submitting a help desk ticket.
- Optional: Attachments, Co-Advisor, Workday Driver Worktag, and Comments.

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks
Continuing/Returning Student’s Home Page
From Continuing/Returning Student’s Home Page

MY CURRENT TERM JOBS

If you do not see a job that you want to continue for next semester in the list below, please click Create a Job Request.

① To view/update your fellowship, please click here.

<table>
<thead>
<tr>
<th>Request Id</th>
<th>Request Type</th>
<th>Student Name</th>
<th>Work Dept</th>
<th>Home Dept</th>
<th>Projects / Workday Driver</th>
<th>Term</th>
<th>% Time</th>
<th>Advisor Name</th>
<th>Message</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>92003</td>
<td>GRA</td>
<td></td>
<td>Chem &amp; Bio (330)</td>
<td>Chem &amp; Bio (330)</td>
<td>GR10002412 (75%), GR1000213 (25%)</td>
<td>Spring, 2020</td>
<td>45</td>
<td>Finn, M.G.</td>
<td></td>
<td>Continue this Job</td>
</tr>
</tbody>
</table>
Continuing/Returning Student Request for GRA, GTA, GA

Notes:

- Confirm your Appointment Type, Stipend Period (Pay Rate box will open), % Time, Start Term, and appointment dates.

- Review your student information in the gold rectangle. Contact your program coordinator if this information needs to be updated in Banner.

- If your advisor/supervisor does not appear in the system, then they must be added/configured. Please submit a help desk ticket; click “About” on your home page for directions on submitting a help desk ticket.

- Optional: Attachments, Co-Advisor, Workday Driver Worktag, and Comments.

GT GradWorks URL: https://gtapps.gatech.edu/gtgradworks
Review Student Information & Add/Edit Fellowship

- Select “Click here to view/edit my Profile and Fellowship Information”
- Review your student profile information. Contact your Graduate Coordinator if you need to update this information in Banner
- Fellowships can be added here

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks

<table>
<thead>
<tr>
<th>Profile Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Contact your Academic Office to correct information below</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>GTID:</td>
</tr>
<tr>
<td>Major - Home Department:</td>
</tr>
<tr>
<td>GT Degree:</td>
</tr>
<tr>
<td>Georgia Resident:</td>
</tr>
<tr>
<td>Country of Citizenship:</td>
</tr>
<tr>
<td>Planned Graduation:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Fellowships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-------</td>
</tr>
</tbody>
</table>

Add New Fellowship
The Faculty Member/ Advisor or Faculty Designee
Faculty/Advisor’s (or Faculty Designee’s) Home Page
Faculty Member/Faculty Supervisor/Faculty Advisor/Faculty Designee

Request Job for Student
Click here to hire a new student to the GradWorks system, or to change to a new advisor hire, or to change job assignments from GTA to GRA, or vice versa.

Manage My Graduate Students
Click here to take action on current and next semester students
Faculty / Advisor or Designee

*Designee can act on behalf of the Faculty Member/Advisor

- Can initiate all hiring request types
  
  * If hiring a GTA, Faculty should **first** consult with the student’s academic office or program coordinator

- Can approve hiring requests initiated by students, if applicable for his/her unit

- Can cancel an initiated request still in approval process

- Can terminate an existing approved request

- Can upload/add attachments

- Can check status of a request s/he initiated
Request for New GRA, GTA, GA

*Designee can act on behalf of the Faculty Member/Advisor

- For new student hires (not hired previously at GT), go to “Request Job for Student” box
- Select “Click here to hire a new student …”
- Complete all available fields

GT GradWorks URL:
https://gtapps.gatech.edu/gradworks

Notes:
- Keep in mind that this system is for semester-by-semester job management. Faculty should confirm student assignments each semester.
- Confirm the Appointment Type, Stipend Period, % Time, Start Term, and appointment dates.
- Clicking the box for multiple terms indicates your intent to hire the student for at least one successive future term. This is for communication and record keeping only. This does not automate the initiation of future hires.
- Optional: Attachments, Co-Advisor and Comments.
- GT GradWorks does not support “staggering” Workday Driver Worktags within a semester, e.g., Worktag #1 August 15 – October 31, Worktag #2 November 1 – December 15.
Request for Continuing GRA, GTA, GA

*Designee can act on behalf of the Faculty Member/Advisor

- For continuing or returning student hires (has an Empl ID, may or may not have a record in GT GradWorks), go to “Manage My Graduate Students” box
- Select “Click here to take action on current and next semester students”

Notes:
1. Review the instructions in the blue font.
2. If you find your student in the list below, please select the appropriate Action (blue or green buttons).
3. Use Keep Student Next Semester button if you are not making changes to the appointment.
4. If you do need to make changes to the appointment, then click the Do Not Keep Student on Assistantship Next Semester button. Then you will also use the Create a Job Request button near the top of this screen (rather than the Keep Student Next Semester button).

GT GradWorks URL: https://gtapps.gatech.edu/gtgradworks
### Action Buttons

#### Student Requests for Current Term (Spring, 2020)

If you do not see the GREEN button, the hiring process for the next semester has been initiated for this student.

<table>
<thead>
<tr>
<th>Id</th>
<th>Ass... Type</th>
<th>Student Name</th>
<th>% Hired</th>
<th>Pay Rate</th>
<th>Work Dept</th>
<th>Home Dept</th>
<th>Projects / Work... Driver</th>
<th>Term</th>
<th>Status</th>
<th>Message</th>
<th>Action</th>
<th>Faculty or Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>94331</td>
<td>GRA</td>
<td></td>
<td>33.33 %</td>
<td>$2,350.00</td>
<td>ME (250)</td>
<td>ME (250)</td>
<td>(100%)</td>
<td>Spring, 2020</td>
<td>Approved</td>
<td></td>
<td>Keep Student Next Semester</td>
<td></td>
</tr>
<tr>
<td>94324</td>
<td>GA</td>
<td></td>
<td>50 %</td>
<td>$29.40</td>
<td>ME (250)</td>
<td>ME (250)</td>
<td>(100%)</td>
<td>Spring, 2020</td>
<td>Approved</td>
<td></td>
<td>Keep Student Next Semester</td>
<td></td>
</tr>
<tr>
<td>92983</td>
<td>GRA</td>
<td></td>
<td>33.33 %</td>
<td>$2,200.00</td>
<td>ME (250)</td>
<td>ME (250)</td>
<td>(100%)</td>
<td>Spring, 2020</td>
<td>Approved</td>
<td></td>
<td>Keep Student Next Semester</td>
<td></td>
</tr>
</tbody>
</table>

**Keep Student Next Semester**

- Do Not Keep Student On Assistantship Next Semester
- Revise Current Semester Projects Or Pay
- Terminate Before End Of Current Semester

**Revise Current Semester Projects Or Pay**

- Do Not Keep Student On Assistantship Next Semester
- Revise Current Semester Projects Or Pay
- Terminate Before End Of Current Semester

**Terminate Before End Of Current Semester**

- Do Not Keep Student On Assistantship Next Semester
- Revise Current Semester Projects Or Pay
- Terminate Before End Of Current Semester

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See next slides for details about each button.

**GT GradWorks URL:**
https://gtapps.gatech.edu/gtgradworks
“Keep Student Next Semester”

Faculty/Supervisor plans to keep the student in the same appointment for the upcoming semester. Can make changes to Pay Rate, % Time, Worktag, and appointment dates. Clicking this button brings the Faculty/Supervisor or their designee to the student’s Request Form page. The same appointment information from the current term is transferred to this form for the next semester (including Appointment Type, Pay Rate, % Time, and Worktag). The next semester’s term label (e.g., Fall 2020) and its default Start Date and Last Working Day for that semester default there. Once the Faculty/Supervisor or designee has approved/confirmed all the information on this page, click the “Submit” button to move the request forward for the next level of approval.

Note: You should NOT use this button if the student will be changing appointment types (e.g., changing from GRA to GTA, or changing from GRA to GA...).
Green Action Buttons

“Do Not Keep Student On Assistantship Next Semester”

This button has one of two different functions, depending on whether the hiring appointment had been open-ended or closed-ended.

If the appointment had been closed-ended:

Clicking this button is for communication and record keeping purposes only. If this appointment had been closed-ended (meaning there had been a termination date for it), then this confirms that the student is not continuing in the appointment, e.g., graduating, moving to another unit, etc. This is not actually a termination action, and thus **will not** initiate a Termination workflow. This **will not** initiate any workflow. Below is the confirmation box that appears, and the updated view of that appointment line on the “Manage My Graduate Students” dashboard:
Green Action Buttons

“Do Not Keep Student On Assistantship Next Semester”

This button has one of two different functions, depending on whether the hiring appointment had been open-ended or closed-ended.

If the appointment had been open-ended:

Clicking this button will initiate a Termination workflow. (This actions in essence “unchecks” the “Intend to keep student for multiple terms” box that had been selected previously.) The student can be hired for a future term later. Clicking this button brings the Faculty/Supervisor or their designee to a request form page entitled “Terminate (GRA/GTA/GA) Request”. The student’s appointment information appears in the top section of the form. The “Term Start/Last Working Date” dates that appear in the top section of the form are only a verification of the dates which had previously defaulted for the current term’s appointment. In the box labeled “Termination,” select the appropriate “Action Type/Reason” code option for the termination.

Action Type/Reason code options:

- TER-JOB = Job Abandonment
- TER-DEA = Death
- TER-ELI = Elimination of Position
- TER-STU = End of Student Employment
- TER-FBR = Funding/Budget Restrictions
- TER-RES = Resignation
- TER-NSH = No Show

Once the Action Type/Reason code has been selected and any (optional) comments have been added in “Add Comments” box, then click the “Terminate” button to submit the termination request.
CRITICALLY IMPORTANT: Steps for ensuring data alignment in GradWorks and OneUSG Connect

In order for GradWorks records to be accurate and aligned with OneUSG, it is imperative that you ensure the following:

• If the current appointment request in GradWorks is not open-ended, then the hiring unit must be sure to include an end date on the Direct Hire form in OneUSG Manager Self Service.

Hiring a student for the first time:
  • Complete GradWorks request for new hire.
  • In OneUSG: Run the vacant position report and select a vacant position number to use on the Direct Hire request, OR complete an add/change position request to acquire a new position number.
  • In OneUSG: Complete the Direct Hire request via Manager Self-Service.

Rehiring an existing GRA, GTA, or GA:
  • If the current appointment is open-ended and the appointment is not changing:
    • Complete GradWorks request only, all the way through School HR approval.
  • If the current appointment is open-ended and the appointment is changing:
    • Complete GradWorks request (Note: If the appointment type is changing from a GRA to GTA, etc., you will need to term the existing appointment in GradWorks and submit the new appointment type request).
    • Complete appropriate OneUSG transaction (e.g., position funding change request, add/position change request, and/or term and Direct Hire request via Manager Self-Service in OneUSG as appropriate for the types of changes you are making).

Terminating a GRA, GTA, or GA:
  • Complete the GradWorks request for termination.
  • Select Submit Termination request.

For units that are first-time GradWorks users: To get the systems aligned, if the current appointment has a future term date:
  • Complete GradWorks request and complete Direct Hire/termination request in OneUSG to mirror the GradWorks request.

If the School HR Approver in GradWorks is not the same person initiating OneUSG transactions, then the department must implement a process for handing off GradWorks requests to the OneUSG provisioned initiator.
**Blue Action Buttons**

"Revise Current Semester Projects or Pay" = Can make changes to Pay Rate and % Time. Please note that although the Worktag fields allow you to edit Worktag information, doing so within GT GradWorks will not actually result in the necessary formal Worktag change – that will remain a Commitment Accounting process which you must do outside of GT GradWorks. Clicking “Revise Current Semester Projects or Pay” brings the Faculty/Supervisor or their designee to the “Revise Request” page. The appointment information for the current term defaults on this page. Once the Faculty/Supervisor or designee has approved/confirmed any applicable Pay Rate and/or % Time changes, on this page, click the “Submit” button to move the amended request forward for the next level of approval.

"Terminate Before End of Current Semester" = This will initiate an end to the student’s appointment prior to the close of the present term. Clicking this button brings the Faculty Member or their designee to a request form page entitled “Terminate (GRA/GTA/GA) Request”. The student’s appointment information appears in the top section of the form. The “Term Start/Last Working Date” dates that appear in the top section of the form are only a verification of the dates which had previously defaulted for the current term’s appointment. In the box labeled “Termination,” first select the student’s Last Working Day. Then select the appropriate “Action Type/Reason” code option for the termination.

"Cancel In Progress Request". Clicking this button brings the Faculty Member or their designee to the “Cancel GRA/GTA/GA Request” page. The student’s appointment information appears in the top section of the form. The “Term Start/Last Working Date” dates that appear in the top section of the form are only a verification of the dates which had previously defaulted for the current term’s appointment. Click the Cancel button. This will stop the request, but will not remove the record from GT GradWorks.

"Terminate Student" = This will terminate the student’s appointment for the upcoming term. Clicking this button brings the Faculty Member or their designee to a request form page entitled “Terminate (GRA/GTA/GA) Request”. The student’s appointment information appears in the top section of the form. The “Term Start/Last Working Date” dates that appear in the top section of the form are only a verification of the dates which had previously defaulted for the current term’s appointment. Select the student’s last working day, and then select the appropriate “Action Type/Reason” code option for the termination.

**Action Type/Reason code options:**

- TER-JOB = Job Abandonment
- TER-DEA = Death
- TER-ELI = Elimination of Position
- TER-STU = End of Student Employment
- TER-FBR = Funding/Budget Restrictions
- TER-RES = Resignation
- TER-NSH = No Show

Once the Action Type/Reason code has been selected and any (optional) comments have been added in “Add Comments” box, then click the “Terminate” button to submit the termination request.
Faculty Member/Advisor or Faculty Designee Approver

Automated email notification prompts approval action.

Approve a request

GT GradWorks URL: https://gtapps.gatech.edu/gtgradworks

Circular nodes displayed horizontally across the top of the Request Form pages for all user roles indicate the hiring workflow stages. The node that is highlighted in gold confirms at what stage of the workflow the request is currently resting.
Termination Workflow Chain Example

GT GradWorks

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks
Thumbnail Profile Viewing Options – Left Margin of Request Form
The Academic Approver
Academic Approver

- Can initiate, approve, and deny requests
- Can add comments
- Can upload/add attachments
- Can ask for clarification
Academic Approver’s Home Page

- **Request Job for Student**
  Click here to hire a new student to the GradWorks system, or to change to a new advisor hire, or to change job assignments from GTA to GRA, or vice versa.

- **Manage My Graduate Students**
  Click here to take action on current and next semester students
To Determine Approvers with whom Workflow Approval is Pending:

• Each user role can see with whom a request is pending by clicking the teal/blue link next to “Current Status”.

Click blue link next to “Current Status” to see with whom a request is pending. The resultant information box is displayed on the next page. It shows the approver’s name and department.
To Determine Approvers with whom Workflow Approval is Pending:

<table>
<thead>
<tr>
<th>Assigned Users for the request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threewill, Barbara Smith (BTHREE/44/TT6 - Chem &amp; Bio - 330)</td>
</tr>
<tr>
<td>Najjar, Hayal Khalik (HB15 - Chem &amp; Bio - 330)</td>
</tr>
</tbody>
</table>
Additional/Optional
Approvers
Additional Approvers

- Can approve or deny requests
- Can add comments
- Can upload/add attachments
- Can ask for clarification
### Additional Approvers (Chair / Dean)

There are additional approvers for the request, including:

- **Chair / Dean**

### Approve a Request

To approve a request, follow these steps:

1. **My Actions**
   - Navigate to the request you wish to approve.
   - Click on the action button (e.g., "Take Action").

2. **MY ACTIONS**
   - Review the details of the request in the MY ACTIONS table.
   - Select the request you wish to approve.

3. **Peoplesoft Project / Workday Driver Details**
   - Click on the request number to view detailed information.
   - Approve the project / workday driver details as necessary.

### GT GradWorks URL:

[https://gtapps.gatech.edu/gtgradworks](https://gtapps.gatech.edu/gtgradworks)
Financial / Accounting Approver
Finance / Accountants

- Can approve or deny requests
- Can add and change Workday Driver Worktags
- Can add comments
- Can upload/add attachments
- Can ask for clarification
GT GradWorks does not support “staggering” of Worktags within a semester, e.g., Worktag #1 August 15 – October 31, Worktag #2 November 1 – December 15.
School HR Approvers (Unit-HR Liaisons)
School HR Approvers (Unit-HR Liaisons)

- Can approve or deny requests
- Can review, add or edit start and end dates along with reason codes for termination actions
- Can edit compensation rates
- Can add comments
- Can ask for clarification
School HR Approver

[Image of a form with fields and options]

Approve a request

Notes:

- Confirm the fields highlighted in yellow boxes.

- **GT GradWorks does not replace nor facilitate Commitment Accounting (formerly SPD) Processes.**

- **GT GradWorks does not support “staggering” Workday Driver Worktags within a semester, e.g., Worktag #1 August 15 – October 31, Worktag #2 November 1 – December 15.**

- Ideally School HR Approvers are the same provisioned initiators who will initiate the subsequent corresponding transaction in the OneUSG platform. However, if the School HR Approver is not the OneUSG provisioned initiator, the School HR Approver should be sure that the correct person initiates the corresponding OneUSG transaction.

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks
**School HR Approver - IMPORTANT!**

- **Must** review all information on the GT GradWorks-initiated hire.

  ![Image of GT GradWorks interface](image)

  *Please be sure you have checked all of this information that has populated into request page, particularly the Appointment Type and type of hire!*

- **Click** appropriate button (Approve or Deny) at the bottom of the page, based on whether all elements of the transaction are correct.


By clicking the green “Approve” button, you confirm that all initial departmental approvals are correct, the GT GradWorks data is correct, and that a formal corresponding transaction is ready to be initiated in OneUSG using this GT GradWorks data.

Ideally School HR Approvers are the same provisioned initiators who will initiate subsequent corresponding transactions in the OneUSG platform. However, if the School HR Approver is not the OneUSG provisioned initiator, the School HR Approver should be sure that the correct person initiates the corresponding OneUSG transaction.
SuperUsers / PowerUsers / Department Admin. Users
SuperUsers/PowerUsers/Department Admin/Users
Home Page View

Logged in User - Strickland, Jacquelyn

Request Job for Student
Click here to hire a new student to the GradWorks system, or to change to a new advisor hire, or to change job assignments from GTA to GRA, or vice versa.

Manage My Graduate Students
Click here to take action on current and next semester students.

Super User/Faculty Admin Pending Approvals
Click here to view Pending Approvals.

Student Fellowships
Click here to view or update Student Fellowships.

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks
SuperUsers/PowerUsers/Department Admin. Users

- SuperUsers (also called Department Admin.'s or PowerUsers) have expanded access and view, and are able to act on behalf of any role. Departments may identify more than one individual who can be granted SuperUser permission. Expanded use of the reporting functions in GT GradWorks are also tied to SuperUser role permission. Please note that individuals who request SuperUser access/role permission beyond the initial set-up of their department’s users in GT GradWorks will need to go through their College and be vetted for this level of access first.
Request Clarification
To Submit a Request for Clarification:

GT GradWorks URL: https://gtapps.gatech.edu/gtgradworks
Initiate Corresponding OneUSG Transaction, Outside GT GradWorks
Following the approved GT GradWorks workflow, the Faculty Supervisor or Designee with permission to act as OneUSG provisioned initiator must initiate the corresponding hiring transaction in the OneUSG platform via the OneUSG Manager Self-Service (MSS) module and appropriate form within MSS.

The corresponding GT GradWorks Request ID # should be entered into the Notes box within the MSS form in OneUSG.
IMPORTANT NOTES for
GT GradWorks
Important Notes for Cross-Unit Hiring Scenarios

• The initiation of the GradWorks transaction is tied to the home department of the supervising faculty member, NOT to the student. Even if the student belongs to your major School, if the student will be working elsewhere, then the student or the supervising faculty member’s home department has to initiate the transaction in GradWorks.

• If the funding source is housed in another department, the GradWorks request will automatically route to that department’s Financial Approver. (Note: However, if you want the corresponding OneUSG transaction to route to the other department, then you will need to ad hoc them in.)
Students who have been fully admitted, with their admission also completely processed at the Institute level, are eligible to be hired using the GT GradWorks system.

After the student request stage (if the School is using the student-initiation option), each role’s approval advances the hiring request workflow forward for approval up the chain. A user role may also send a workflow back down the chain by using the “Deny” button option and indicating explanatory comments. Some role steps will have a “Cancel” (rather than “Deny”) button, but essentially they could both serve the same purpose depending on what stage the workflow is in.

For roles who are initiating hiring workflow requests (e.g., could be Student, Faculty Member/Advisor, and/or Faculty Member Designee): Please complete the Request Form in the order displayed – from top to bottom in left-hand column first, then from top to bottom in right-hand column. Completing fields non-sequentially may cause an error with the default semester appointment dates or other fields not populating properly.
Notes: Hiring Appointment Dates

- The default semester hiring appointment dates that populate into GT GradWorks are based on the 1st, 15th, or 31st dates mainly for payroll allocation purposes, such that the employee would either receive a salary in whole-month or half-month increments. Summer tends to be confusing; the system will default to a 5/15 start date because the Spring default date ends at 5/14. Your School’s summer appointment will depend on the actual appointment duration and the payment terms that are negotiated on a student by student basis.

- For the Fall semester, 8/15-12/31 populates in (last working date 12/31), which would have employees paid for 4.5 months (half of August, whole month of September, whole month of October, whole month of November, and whole month of December). For Spring, 1/1-5/14 populates in.

- Departmental users may change the dates to whatever is applicable to them, for the summer or for any semester, given the negotiations and time constraints of the students. In particular for the summer, the dates of the appointments are mainly changed to correlate with the first day of the Summer semester, and coinciding with the student’s flexibility/time commitment.

- GT GradWorks will default to the semester dates referenced above. School HR Approvers should ensure that students’ termination dates account for their Last Working Day + 1 day, so that students receive full compensation to include the last day they worked. Please be sure that the formal OneUSG transaction, which is what will actually be processed by GTHR, reflects one day beyond the last day worked.
Note: If the Workday Driver Worktag You Need Doesn’t Populate

• Workday Driver Worktag information pulls into GT GradWorks based on Grants and Contracts records. If a Worktag does not populate, please submit a help desk ticket and allow the tech team to investigate the Worktag you are trying to use. Many times they are able to resolve this issue and get the correct Worktag to pull in so that the transaction can proceed pretty quickly.

• You can create a help desk support ticket by clicking the “About” tab from your home page. Directions are provided on the resultant page for submission of help desk tickets.
Notes: Email Notifications/Housekeeping

• In general, GT GradWorks will generate automated emails when action is needed; the function that previously generated numerous informational emails was disabled based on user feedback.

• Automated email notifications only generate to faculty members/faculty designees to alert him/her if a student has initiated a hiring request, and/or to alert the faculty member/faculty designee that action is needed. No other emails will generate to the faculty/designees.

• Schools/Units: Please do not leave hiring workflows “hanging” in the system without resolution. Incomplete workflows left hanging in the system at the end of each semester must be cleared out before GT GradWorks can be opened up for use in the subsequent semester. Unresolved workflows are very time-consuming and tedious to clean up; they must be minimized and avoided to the extent possible.
Notes: Please Act On and Resolve Each Student’s Appointment in GradWorks Every Semester - IMPORTANT!

• School HR Approvers: In your “Manage My Graduate Students” dashboard, each appointment line needs to ultimately have an action done to it, through to resolution. For each student, one of the four possible Action buttons needs to have been clicked and that process followed through every semester.

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