About
The GT GradWorks Interface allows faculty and their supporting staff to view and submit GRA, GTA and GA position and hire requests respectively, obtain request status, and manage current assignments. The system functions as a semester by semester job management and reporting tool. Faculty are expected to confirm student assignments from semester to semester (PSF or no PSF).

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

Key Features & Functions
- Ease of use
- Audit trail
- Workflow based task assignments
- Automated end to end process
- Maintain and Improve Quality
- Faculty should confirm student assignments each semester, even if a PSF is not generated
- GT GradWorks does not replace nor facilitate the SPD process
- GT GradWorks captures all necessary approvals (Financial, Academic, Management, and HR) to process graduate student employment
- 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

Need more help?
- Create a help desk support ticket at the GTGradWorks Service Desk
- GT GradWorks Test Environment: https://testgtapps.gatech.edu/gtgradworks/
The Process
Graduate Research Assistant (GRA) Workflow Structure

*This workflow structure is customized based on how each School/unit requested their set-up of approvals.*
Graduate Teaching Assistant (GTA) and Graduate Assistant (GA) Workflow Structure

*Faculty or Faculty Designee should first consult with the student’s academic office or program coordinator.
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 his/her 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 - Bhattacharya, Sonia B

Request New Job
Click here to make a job request

My Profile
Click here to view/edit my Profile and Fellowship Information
New Student Request for GRA, GTA, GA

- New student hires (not hired previously at GT) should go to “Request New Job” box
- Select “Click here to make a job request”
- Complete available fields

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, Project Number, and Comments.

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

Logged in User - Fialho, David Michael

To Work Next Semester
Click Here

My Profile
Click here to view/edit my Profile and Fellowship Information
Continuing/Returning Student Request for GRA, GTA, GA

Continuing students should go to “To Work Next Semester” box

- Select “Click Here” to request a work assignment
- Complete available fields

**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, Project Number, and Comments.

**GT GradWorks URL:**
https://gtapps.gatech.edu/gtgradworks
Continuing/Returning Student with No Previous Record in GT GradWorks Will See the Screen and Prompt Below Before Being Directed to Complete Request Form:

MY CURRENT TERM JOBS

You have no job(s) in GTGradWorks to continue for next semester. Please click here to create a job request.
Continuing/Returning Student with Previous Record(s) in GT GradWorks Will See the Screen and Options/Prompts Below, Before Being Directed to Complete the Appropriate Request Form:

**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].

<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</th>
<th>Term</th>
<th>% Time</th>
<th>Advisor Name</th>
<th>Message</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>76073</td>
<td>GRA</td>
<td>Johnston, Stephen</td>
<td>ME (250)</td>
<td>ME (250)</td>
<td>2506T72 (100%)</td>
<td>Spring, 2018</td>
<td>33.33</td>
<td>Ranjan, Devesh</td>
<td></td>
<td>Continue this Job</td>
</tr>
</tbody>
</table>
Review Student Information & Add/Edit Fellowship

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

GT GradWorks URL: https://gtapps.gatech.edu/gtgradworks
The Faculty Member / Advisor or Faculty Designee
Faculty/Advisor’s (or Faculty Delegate’s) Home Page
Faculty Member/Faculty Supervisor/Faculty Advisor
Faculty Delegate/Faculty Designee

Logged in User - Perry, Joseph W.

- Request Job For New Student
  Click here to hire a student for the first time in your department

- Manage My Graduate Students
  Click here to take action on current and next semester students
Faculty / Advisor or Delegated Admin*.

*Delegated Admin. 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

*Delegated Admin. can act on behalf of the Faculty Member/Advisor

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

Notes:

- Keep in mind that this system is for semester to semester job management.
- 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 future hires.
- Optional: Attachments, Co-Advisor and Comments.
- GT GradWorks does not support “staggering” project numbers within a term. E.g., Project #1 August 15 – October 31, Project #2 Nov. 1 – Dec. 15.

GT GradWorks URL:
https://gtapps.gatech.edu/gtgradworks
Request for Continuing GRA, GTA, GA

*Delegated Admin. 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:

Keep in mind that this system is for **semester to semester job management**. Faculty should confirm student assignments each semester.

1. Review the **instructions in the blue font**.
2. If you find your student in the list below, please select the appropriate Action (blue and 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 **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

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

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**Manage My Graduate Students**

**Filters**

- Faculty or Academic: [Select Faculty or Academic]
- Student: [Search by Student's Last Name or First Name]
- Project Number: [All]
- Assist. Type: [All]
- Work Dept.: [All]
- Home Dept.: [All]

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Click on the GREEN button to continue a student’s job for next semester.

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

**NOTE:** *next to Request ID indicates that the student is hired for multiple semesters (The Request is Open Ended).*

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**Student Requests for Future Term**

- Also see any future term requests

**Student Requests for Current Term (Spring, 2018)**

<table>
<thead>
<tr>
<th>ID</th>
<th>Asst. Type</th>
<th>Student Name</th>
<th>% Hired</th>
<th>Pay Rate</th>
<th>Work Dept</th>
<th>Home Dept</th>
<th>Projects</th>
<th>Term</th>
<th>Status</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>76585</td>
<td>RA</td>
<td>Mullings, Alesh</td>
<td>33.33%</td>
<td>$2,300.00</td>
<td>CE (255)</td>
<td>ME (250)</td>
<td>2506441</td>
<td>100%</td>
<td>Spring 18</td>
<td>Approved</td>
</tr>
<tr>
<td>76587</td>
<td>RA</td>
<td>Hooas, Joshua</td>
<td>33.33%</td>
<td>$2,350.00</td>
<td>ME (250)</td>
<td>ME (250)</td>
<td>2506444</td>
<td>100%</td>
<td>Spring 18</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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See next slide for details about each button.
“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, Project Number, 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 Project Number). The next semester’s term label (e.g., Fall 2018) 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.

“Do Not Keep Student Next Semester” = This is for communication and record keeping. Student is not continuing in the appointment (e.g., graduating, moving to another unit, etc.) This is not a termination. (This in essence “unchecks” the “Intend to keep student for multiple terms” box.) 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
- TER-GRD = Student Graduated
- TER-LOF = Lack of Funding
- TER-RES = Resignation
- TER-DJO = Decline Job Offer
- TER-EOA = Terminate-End of Assignment

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.
Blue Buttons

“Revise Current Semester Projects or Pay” = Can make changes to Pay Rate and % Time. Please note that although the Project Number fields allow you to edit Project Number information, doing so within GT GradWorks will not actually result in the necessary formal Project Number change – that remains and SPD process which you must do outside of GT GradWorks as you always have. 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/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,” 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/Supervisor 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/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. 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
- TER-GRD = Student Graduated
- TER-LOF = Lack of Funding
- TER-RES = Resignation
- TER-DJO = Decline Job Offer
- TER-EOA = Terminate-End of Assignment

- 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.

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.

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

Approve a request
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 New Student**: Click here to hire a student for the first time in your department.
- **Manage My Graduate Students**: Click here to take action on current and next semester students.
### MY ACTIONS

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Student Name</th>
<th>Term</th>
<th>Advisor Name</th>
<th>Request Type</th>
<th>Current State</th>
<th>Date in Inbox</th>
<th>No of Days</th>
<th>Action Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>75444</td>
<td>Wolfe, Rylan</td>
<td>Fall 2017</td>
<td>Yee, Shannon</td>
<td>GRA - Rehire</td>
<td>Academic Approver</td>
<td>01/09/18 09:20:53</td>
<td>96</td>
<td>Take Action</td>
</tr>
<tr>
<td>50154</td>
<td>Bhattacharya, Sonia</td>
<td>Summer 2018</td>
<td>Perry, Joseph</td>
<td>GRA - New Hire</td>
<td>Academic Approver</td>
<td>04/14/18 11:45:26</td>
<td>1</td>
<td>Take Action</td>
</tr>
</tbody>
</table>

### GRA Request # 50154

- **Create Request**
- **Initiate**
- **Academic**
- **Accountant**
- **School HR**
- **HRBF**

**Student Department:** Chem & Bio  
**Student Name:** Bhattacharya, Sonia  
**Advisor:** Yee, Shannon  
**Request Type:** GRA - Rehire

**Projects**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>% Split</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>25006470</td>
<td>MESO-SCALE TIME-RESOLVED DIAGNOSTICS EMPLOYING PHOTONIC CRYSTALS FOR...</td>
<td>05/15/2018</td>
<td>08/14/2018</td>
<td>100</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Academic Approver
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 “Current Status” link 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:

Assigned Users

<table>
<thead>
<tr>
<th>Assigned Users for the request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threewill, Barbara Smith (ST/REE水利/1776 - Chem &amp; Bio - 330)</td>
</tr>
<tr>
<td>Najjar, Hayal Khalik (HE195 - 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)

Approve a request

GT GradWorks URL: https://gtapps.gatech.edu/gtgradworks
Financial / Accounting Approver
Finance / Accountants

- Can approve or deny requests
- Can add and change project numbers
- Can add comments
- Can upload/add attachments
- Can ask for clarification
GT GradWorks does not support “staggering” project numbers within a semester, e.g., Project #1 August 15 – October 31, Project #2 Nov. 1 – Dec. 15.
School HR Approvers
School HR Approvers

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

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

Notes:

1. Go into WebPSF system first to confirm that a hire has not been initiated for the student by another unit.

2. Confirm the fields highlighted in yellow boxes.

3. Only the applicable action reason codes will appear as options.

4. GT GradWorks does not replace nor facilitate the SPD Process.

5. GT GradWorks does not support “staggering” project numbers within a semester, e.g., Project #1 August 15 – October 31, Project #2 Nov. 1 – Dec. 15.

6. All School HR users should have completed mandatory PSF training prior to using GT GradWorks; please contact HRIP for questions about mandatory PSF training.
School HR Approver

Notes:

- “PSF Comments” print on the PSF (will be seen by HRIP). Comments in the “Add Comments” box at the bottom are internal to GT GradWorks only (they are not seen by HRIP).

- Teal “Done” Button = GT GradWorks is not producing the PSF I want. I will complete in WebPSF system (closed record will remain in GradWorks, but no PSF will be generated to HRIP).

- Green “Approve” Button = PSF goes to HRIP (NO WebPSF required!)
School HR Approver

Pre-Filled PSF!
School HR Approver

• Action Type/Reason Box
  • Select appropriate Reason Code
    • HIR-CON – Add Concurrent Job
    • HIR-HIR – New Hire

• Review all other information on page

• Click appropriate button at the bottom of the page, based on whether or not PSF needs to be generated to HRIP.
  • Green “Approve..” button confirms submission/generation of PSF to HRIP.
  • Teal “Done..” button indicates that you will initiate processing of PSF outside of GT GradWorks, e.g., via WebPSF; indicate the reason in the Comments box.
School HR Approver

• Action Type/Reason Box
  • Select appropriate Reason Code
  • If the “Intend to keep student for multiple terms” box was checked at the Faculty Member/Faculty Designee stage, then the following Reason Code options will appear:
    • HIR-CON – Add Concurrent Job
    • REH-REH – Rehire

• Review all other information on page

• Click appropriate button at the bottom of the page, based on whether or not PSF needs to be generated to HRIP.
  • Green “Approve..” button confirms submission/generation of PSF to HRIP.
  • Teal “Done..” button indicates that you will initiate processing of PSF outside of GT GradWorks, e.g., via WebPSF; indicate the reason in the Comments box.
Request Clarification
Important Notes

• 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.

• If when the Student or Faculty/Desigee attempts to initiate a hiring workflow request, they receive a “Student not enrolled” error message, that means the student is not yet registered for the hiring semester. Registration status was not intended to be a restriction in the system. This error has been happening for some continuing students. The workaround for the time being is to have the student register as soon as they are able based on their time ticket assignment, and then allow 24 hours for Banner’s overnight data refresh process to update GT GradWorks.

• 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/Faculty Advisor, and/or Faculty Desigee/Delegate): 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 not populating properly.
Important Notes

• 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 is used (last working date 12/31, PSF termination date 1/1), 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 is used.

• 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 automatically adds one day following the Last Working Date in the workflow process for the purposes of the PSF generation, so that it ensures the student receives compensation for their full last day of the hiring appointment. This is automatically done by the system behind the scenes.
Important Notes

• SuperUsers (also called 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.

• Project Number information pulls into GT GradWorks based on Grants and Contracts records. If a Project Number does not populate, then it’s possible that you will not be able to initiate that hire via GT GradWorks; instead, you may need to submit a WebPSF and indicate in the comments box for HRIP that this is the reason a GT GradWorks workflow could not be submitted.
Important Notes

- In general, GT GradWorks will generate automated emails when action is needed; the function that previously generated numerous informational emails has been turned off.

- 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.

- 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.
SuperUser (or PowerUser) Home Page View
Q & A

THANK YOU