Graduate School Academic Staff Notice of Appointment (GSAS) Form – Update 11/30/15

[Note: Do not enter GSAS forms for students on Training Grants as these are not required.]

Changes require a new form be submitted. Should you discover you need to make changes to a submitted form, please contact Stacy Gaylor (smturn0@uky.edu) before doing so. She will cancel the previously submitted form.

The new GSAS is very similar to the old GSAS, just streamlined. It operates on a workflow structure, making it easier for all parties involved to review and give feedback.

Key Differences:

1. Ability to log-in using your myUK username and password
2. The Hiring Department initiates the form in the workflow instead of submitting the request to the Program Department to enter.
3. The new GSAS requires two pieces of information that were not required on the old form: Position number
   Universal Tuition (UT) account number - (UT is only required for RA’s and GA’s)

Finding the form:

Log-in to myUK.

Once logged into MyUK, click on the Enterprise Services Tab
Now, let's walk through the process in more detail:

Click on Workflow.

Click on Graduate School Appt Form.
**Student number** – The student number must be typed in. Currently, there is not a look-up feature. (Leave off the preceding “9” as this will cause the form to go into error mode.)

**Assignment start and end dates** – Like many UK systems, there is a calendar look-up for the date fields, or you can just type in the date using the XX/XX/XXXX format. You can also search for payroll dates so that you can select the start date corresponding with the payroll date closest to when your student will be starting work.

If you do not do the payroll start date search, and your start date does not align with a payroll start date, the system will issue the warning message below when you attempt to continue. This is just a notification. If you need your start date to be a specific date other than a payroll start date, just click “Yes” and move on; otherwise, you can click “No” and revise your start date.

To clarify what we mean here: If your start and end dates are not aligning with an IRIS Payroll Calendar start and end date for a given payroll period, that is fine. **However, your GSAS contract assignment start and end dates SHOULD match the dates you will use for that student’s payroll assignment.** Additionally, if the student is a TA they should be on a TA position in payroll, a RA should be on a RA positon, and GAs should be on GA positions.
Hiring department – Choose the applicable hiring department from the drop-down menu. Typing the first letter of the hiring department name will take you closer to that point in the list. Your list of hiring departments corresponds to the org units for which you have been granted access to hire.

After you have entered the four categories, click on “Retrieve Student.” That will take you to the Position Screen below.

POSITION SCREEN

On the left-hand column, you can verify that you have the correct student by cross-referencing the name, student number, and date of birth. You also see the hiring department, assignment dates, and the student’s degree program.

**Type** – Choose TA, RA, GA, or LTJ Fellowship
A Note on LTJs: LTJ Fellowships must have a match. Do not enter an LTJ by itself. If entering an LTJ, select LTJ at half-time and then choose “Add Position” to add the matching half of the assignment to which the LTJ will be linked.

Position # – This is a new required bit of information. You will need to coordinate with the person who sets up your payroll assignments to get this number.

HT/FT – Select whether the position is half-time or full-time (half-time is 10 hours, full-time 20 hours per week). If you have a student whose assignment will be split within the term (ex. 1/2 RA, 1/2 TA), you can click the “Add Position” button and it will give you the option to enter the second part of the assignment.

NOTE: If you have a student that is one assignment type (i.e. RA, TA, GA…) in Fall but another assignment type in Spring, do not enter those two on the same form. You will want to enter a separate form for Fall term and Spring term.

UT Account – This is another new required bit of information. This is the account from which the student will be paid. It is required for GAs and RAs. If you do not know this information, you will need to coordinate with your DGS or Budget Officer to get it.

A dummy number is no longer acceptable. If you are unsure of your account number or there will be more than one account used, just enter your departmental account. You will have the opportunity to edit or add account numbers at invoicing time.

If you have Deans Scholarships, continue to use 1234567890 for those.

Stipend – Enter the total stipend amount for the assignment.

Once you have entered all the necessary information, click “Continue.”

CONDITIONS OF APPOINTMENT SCREEN
This is the Conditions of Appointment screen. The system displays conditions of appointment options by position type category based on what you chose on the previous screen. I chose TA and RA on the previous screen, so I am seeing conditions of appointment options for those two types. You can click on any of the pre-populated conditions that are applicable and/or you can click “Other” and a fill-in box will appear where more specific conditions can be entered.

**NOTE:** For all assignments, “Maintain 3.0 GPA” should be checked. Also, for TAs, condition “Complete all required Graduate School and departmental orientation and in-service activities” should always be checked. In a future phase of the new GSAS, we will attempt to have these boxes pre-populate as checked but for now, please check them manually.

Once you have completed entering everything necessary to the conditions of appointment, click “Continue.”

### ASSIGNMENT OF DUTIES SCREEN

This is the Assignment of Duties screen. The system displays assignment of duties options by position type category based on what you chose on the Position screen. I chose TA and RA on the Position screen, so I am seeing assignment of duties options for those two types. You can click on any of the pre-populated conditions that are applicable and/or you can click “Other” and a fill-in box will appear where more specific information can be entered.
NOTE: For TAs, you should select the Type that most closely aligns with what you predict the TA to be doing. Choosing Type 4 will require that more specific information about the duties be entered into the additional information box. Please be as specific as possible. If you discover that the TA type you select in the GSAS is not the eventual TA type, do not reenter a GSAS simply to edit a TA type. This can be addressed in the TA Credentials Database and does not require a new GSAS form.

Click “Continue.”

YEAR & TERM SCREEN

This screen pulls in all years and terms that fall within the dates of the assignment. I entered a rather broad range assignment, so I have many terms showing up. Select all terms that apply to your student’s assignment. (Winter intersession should be checked if you intend to work the student during that period; otherwise, it is optional whether you check this box or not as the assignment spans over it and will not disrupt payroll either way.)

Note: The assignment cannot cross academic years; therefore, you would not be able to select a term that falls within the 2014 academic year as well as ones falling within the 2015 academic year. To do this will cause an error when you try to submit the form. (An academic year runs Fall/Winter/Spring/Summer I/Summer II)

Click “Continue.”
The review/submit screen allows you to look over what you have entered and make sure it is complete and accurate before you submit it to the workflow. Changes require a new form be submitted, so you will want to be sure to review this screen carefully before clicking “Submit to Workflow.” Should you discover you need to make changes to a submitted form, please contact Stacy Gaylor (smturn0@uky.edu) before doing so. She will cancel the previously submitted form.

After you click “Submit to Workflow,” the workflow will direct your GSAS form to the Program Department for review and approval if different from the Hiring Department.

Once approved by the Program Department, or if the Hiring Department and Program Department are the same, the form will route directly to the student to approve/reject/request changes via an e-mail link. Once accepted by the student, the form will route to the Graduate School and the form enterer will receive notification that all approvals are complete.

Send questions to gsas@uky.edu.