

PROCEDURE FOR HIRING GRADUATE ASSISTANTS (Updated 10/17/08)

Email from Ken Tokuno dated: 10/17/08:

TO ALL PERSONNEL OFFICERS:

This is to let you know that, effective immediately, the Graduate Division will no longer need to sign PNFs for Graduate Student appointments. Since we can now verify the eligibility of each appointee electronically and have other electronic means for tracking these appointees, there is no need for the Graduate Division to either authorize or be informed of specific appointments at the time of appointment.

In order to expedite the first paycheck for Graduate Assistants (GA), departments will no longer need to obtain prior approval from Graduate Division (Grad Div). PeopleSoft has been modified to perform an on-line dynamic verification with BANNER with the following criteria to determine if the hire can proceed based on the current term:

Newly Admitted Graduate Students

1. the potential GA is Admitted Regular

Continuing Graduate Students

2. the potential GA is a classified, registered graduate student
3. the potential GA is in good academic standing.

If either criteria is not met, a pop-up window warning message on the PNF maintenance screen will appear in PeopleSoft requesting that the department contact Grad Div for approval before the hire can proceed. If no pop-up window appears, you may proceed with the hire.

Grad Div will no longer be signing off on PNFs, and will no longer require copies of PNFs.

Since Grad Div will continue to perform a post-audit review, there may be instances where your GA may still not meet the necessary criteria to be employed. In that case, Grad Div will contact the department directly.

We anticipate the timeframe for this post-audit will be after the Late Registration Period for the Fall and Spring semester.

The post-audit process will be handled as follows:

Under-enrollment (under 6 credits):

1. Grad Div will call the Department Chair's (DC) or Principal Investigator's (PI) Secretary in regards to the GA's ineligibility and 3 working days will be given to correct the student's registration status. Follow up calls will also be made by Grad Div should there be a change in the GA's registration.
2. If there is no change in the GA's registration by the third day, an email will be sent to the DC or PI and the relevant secretary.
3. If there is no acknowledgement from the department within 5 working days, the tuition waiver will be revoked.

Below Required GPA (3.0 cumulative GPA):

1. A call will be made to the DC's or PI's Secretary regarding the GA's ineligibility and 3 days will be given to the department's DC or PI to take the appropriate action.
2. Should the decision be made to terminate the GA, Grad Div will proceed to revoke the tuition waiver.

If a GA loses their tuition waiver due to ineligibility, they will be responsible for paying the full tuition.

If in the event a termination is to be processed, Grad Div will try to work with the Grad student and the department to prevent such an outcome. If there is no resolution, Grad Div would ask the hiring department to process the termination PNF immediately.

The same dynamic check with BANNER will be utilized for all PNF's processed for GA's.

If you have any questions on the criteria relating to GAs or data relating to banner student system, please contact Clinton Nishida at 956-8113. If you have questions about the PeopleSoft verification process, please contact the HRIS hotline.

Peter V. Garrod and Steve Yamada