New Hire/Re-Hire Grad Form Quick Guide
1. Log onto the TU Portal and Go to STAFF TOOLS

2. Go to EMPLOYEE FORMS

3. Click on Payroll

4. Click on New Hire/Re-Hire-Graduate
NEW HIRE/REHIRE-GRADUATE

Complete required fields:
• New Hire/Rehire
• TUID - Name will auto-fill.
• Title
  • Graduate Intern
  • Graduate Extern
  • Graduate Research Asst w/DAB
  • Graduate Research Asst w/o DAB
  • Graduate Teaching Asst
  • Graduate TA/RA (50/50 split)
  • Graduate Fellow
  • Please note that choosing the correct title is of the utmost importance, as title determines TUGSA eligibility
• Job Org
• Home Org
• PCN
  • Starts with a G, followed by your job org.
• Supervisor TUID
• Supervisor Name will auto-fill.
• Hours per week
  • 01 - Graduate fellow only
  • 05
  • 10
  • 15
  • 20
NEW HIRE/REHIRE-GRADUATE

• Type Job
  • Fall/Spring Academic Appointment
  • Summer Graduate Extern/Intern
  • Summer 1 (SS1) TA’s only
  • Summer 2 (SS2) TA’s only
  • Summer (RA’s only)
  • Annual Appointment (July-June w/one job-all teaching or all research)
  • Annual Appointment (w/3 jobs-Teaching (Fall/Spring) & Research (Summer)

• Pay Period Begin Date - Always 1st of month.
• Pay Period End Date - Always last of month.

• Monthly Pay Period Amount—This is either the Academic Year amount or Semester Amount specified in the letter, divided by the number of pays.

4/15/2014
NEW HIRE/REHIRE-GRADUATE

Position Funding
• Fund
• Org
• Account

12 month accounts (must be offered at the beginning of the fiscal or academic year):
6106 – Graduate/T.A. (Faculty of Record)
6301 – Graduate Assistant
annual appointment
6302 – Research Assistant
6303 – Teaching Assistant
6304 – Pre-Doc Fellow-Medical Benefits
6307 – Pre-Doc Fellow-No Medical Benefits

Non-12 month accounts:
6116 – Graduate/T.A. (Faculty of Record)
6311 – Graduate Assistant
6312 – Research Assistant
6313 – Teaching Assistant
6314 – Pre-Doc Fellow-Medical Benefits

• Position Funding
  • If more than one FOAP is required, press “Add New FOAP”
  • Be sure that all percentages add up to
  • 100%

Click “Add New FOAP” to split pay between two or more FOAPs

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NEW HIRE/REHIRE-GRADUATE

Additional Requirements:
• Driving
• JCAHO
• ACT 33
• HEP B Vaccination
• Unescorted access to Radioactive Materials
• Chemical Right to Know Notification

Complete “Additional Requirements” section

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NEW HIRE/REHIRE-GRADUATE

Attach Files:
• Select “Browse” and choose the document you wish you attach
  • Appointment letter and supporting documents can be uploaded separately or as one file
  • If the letter is at some point revised, please do the following:
    • Submit an EDCF with the revised monthly amount to HR
    • Submit a revised signed letter to HR
• File must be in PDF format
• An exception form is required for any Grad working more than 20 hours (including between separate appointments)
  • Submit appropriate additional pay form or docking form for the situation.
• Enter the document term and document date (the date the letter is addressed)
• Click “Add” to finish attaching document
• Click “Complete” to submit the form to HR

Click “Browse” to select a document from your computer
Click “Add” to finish attaching the document

Click “Complete” to finish hiring and send this form to HR
New Grad Accounts
(Effective 7/1/14)

12-Month Appointments

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Non-12-Month Appointments

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