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

March 2018

GT GradWorks
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 & Reporting tool. Faculty are expected to confirm student assignments from semester to semester (PSF or No PSF)

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
- GradWorks does not replace facilitate or replace the SPD Process
- Captures all necessary approvals (Financial, Academic, Management, and HR) to process graduate student employment.
- Does NOT apply the tuition waiver automatically in Banner
- There should be a record in GradWorks for every term a student is employed

Need more help?

- Create a support ticket at the GTGradWorks Service Desk
- Test Environment: https://testgtapps.gatech.edu/gtgradworks/
The Process
Add info on cross-school hires
Based on how the school requested their set up of approvals
*Faculty should 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 & GA
- Can review to verify existing student information in GT GradWorks
- Can Review & Add/Edit* Fellowship information
- Can check the status of his/her existing workflow requests
- Can add attachments
New student hires (not hired previously at GT) should select “Request a New Job”

- Complete available fields

**Notes:**

- Confirm your appointment type, stipend, % time, Start term, and appointment dates.

- Review your student information in the gold rectangle. Contact your program coordinator if you need to update this info in Banner.

- If your advisor/supervisor does not appear in the system, they must be added, please complete a help desk ticket.

- Attachments, co-advisor, project info, and comments are optional
Continuing Student Request for GRA, GTA, GA

Continuing students should select “To Work Next Semester”
• Select “click here” to request a work assignment
• Complete available fields

Notes:
• Confirm your appointment type, stipend, % time, Start term, and appointment dates.
• Review your student information in the gold rectangle. Contact your program coordinator if you need to update this info in Banner.
• If your advisor/supervisor does not appear in the system, they must be added, please complete a help desk ticket.
• Attachments, co-advisor, project info, and comments are optional

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

- Select “My Profile”
- Review your student profile information. Contact your program coordinator if you need to update this info in Banner.
- Fellowships can be added here

GT GradWorks URL: https://gtapps.gatech.edu/gtgradworks
The Faculty / Advisor
Faculty / Advisor or Delegated Admin*.

*Delegated Admin., can action on behalf of the Faculty/Advisor

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

- Can cancel an initiated request still in approval process

- Can terminate an existing approved request

- Can add attachments

- Faculty/Advisor can check status of a request he/she initiated
Request for New GRA, GTA, GA

*Delegated Admin., can action on behalf of the Faculty/Advisor

For new student hires (not hired previously at GT) select “Request Job for New Student” and Complete all available fields

Notes:
- Keep in mind, this is semester to semester job management.
- Confirm the appointment type, stipend, % 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. Does not automate future hires.
- Attachments, co-advisor and comments are optional.
- GradWorks does not support “staggering” project numbers within a term. Eg. 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 action of behalf of the Faculty/Advisor

For continuing or returning student hires (has an EMPL ID, may or may not have a record in GradWorks) select “Manage My Graduate Students”

Notes:
Keep in mind, this is semester to semester job management. Faculty should confirm student assignments each semester.

1. Review the instructions in blue.
2. If you find your student in the list below, please select the appropriate Action (blue & green buttons)

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

See next slide for details about each button

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

“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, & 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 not continuing in the appointment (ex. graduating, moving to another unit, etc.) Not a termination, unchecks the “Intend to keep student for multiple terms” box, 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, % Time, Project Number, and Dates: Clicking this button brings the Faculty/Supervisor or their designee to the “Revise Request” page. The appointment information for the current term defaults on this page (including appointment type, Pay Rate, % Time, and Project Number). 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.

“Terminate Before End of Current Semester” = This will initiate and 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 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
- 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.
Additional Approvers
Additional Approvers

1. Can Approve or Deny requests
2. Can add comments
3. Can add attachments
4. Can ask clarification
Finance / Accountant
Finance / Accountants

1. Can Approve or Deny requests
2. Can add & change project numbers
3. Can add comments
4. Can add attachments
5. Can ask clarification
GradWorks does not support “staggering” project numbers within a term. Eg. Project #1 August 15 – October 31, Project #2 Nov. 1 – Dec. 15.
School HR & Additional Approver
School HR & Additional Approvers

1. Can Approve or Deny requests
2. Can review, add or edit effective end date along with reason code for New Hire/ Rehire / Termination/ Revise
3. Can edit Comp rates
4. Can add comments
5. Can ask clarification
School HR & Additional Approver

Notes:

- Go into WebPSF to confirm that a hire has not been initiated for the student by another unit.
- Confirm the fields highlighted in yellow boxes.
- Only applicable action reason codes will appear as an option.
- GradWorks does not replace facilitate or replace the SPD Process.
- GradWorks does not support “staggering” project numbers within a term. Eg. Project #1 August 15 – October 31, Project #2 Nov. 1 – Dec. 15.
- All School HR users should have completed mandatory PSF training.

GT GradWorks URL: https://gtapps.gatech.edu/gtgradworks
School HR & Additional Approver

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

Notes:

- “PSF Comments” print on the PSF (will be seen by HRIP), comments in the “add comments” box at the bottom are internal to GradWorks (not seen by HRIP).

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

- **Green Button** = PSF goes to HRIP (NO Web PSF required!)
### PSF GT GradWorks - School HR & Additional Approver

#### Pre-Filled PSF!

<table>
<thead>
<tr>
<th>Position Number - Title</th>
<th>Regular (Benefit Eligible)</th>
<th>Temporary (Non-Benefit Eligible)</th>
<th>Business Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>900125 - Graduate Assistant</td>
<td>20</td>
<td></td>
<td>Graduate Assistant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Area (Choose one for benefit and account code purposes only)</th>
<th>Comp. Frequency</th>
<th>Percent Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student (Graduate)</td>
<td>Monthly Earnings</td>
<td>10.67</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Due Date</th>
<th>Dept. Name</th>
<th>Initiative</th>
<th>Project No.</th>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PSF Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approvals as Required</th>
<th>School HR Approver</th>
<th>Approval Date</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>School HR Approver</th>
<th>Approval Date</th>
<th>OER Group</th>
<th>OER Approver</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Moore (Contract: 403-894-487)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Request Clarification
Request Clarification

Click URL: https://gtapps.gatech.edu/gtgradworks

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