Summer Grad Entry

General entry notes:
- Grad appointment entry is restricted to entry for graduate students who have previously held a 9511, 9519, 9521, 9529, 9571, 9572, or 9575 appointment in the same department.
- After an entry is made, entry staff must complete the payroll summary spreadsheet on Drive.
- Units will need to monitor the expected job end date query for graduate appointments ending within the next 30 days. The query is HRMS: Main Menu > Reporting Tools > Query > Query Viewer, “UM_HR_Expected_End_DT_Audit”
- Termination should always be used for ending graduate appointments
- Sample Action/reasons for changes:
  - Summer hires- Hire/Summer Appointment and rehire/summer appointment
  - Change in reports to- Position change/reports to
  - Pay rate change- Pay rate change/merit
  - Standard hour change- Position change/standard hours
  - Ending an appointment- Termination/End of appointment or Suspend/End

Summer graduate appointment entry instructions (957x and 952x) by Job Data tab

1. Work Location

   ![Work Location screenshot]

   - Effective date: start date of the appointment
     - Action/Reasons:
- Hire/Summer appointment - use for building a new record when you cannot build on an existing record (e.g., employee has summer record that needs to stay separate)
- Recall/Suspend-End - use to recall a suspended record
ii. Position number:
- To enter a new position, clear the field and tab out before typing in the new number.
- If you are changing the position number mid-appointment or transferring someone at any time, you will need to enter an action reason that reflects the change being made (e.g., position change/standard hours) before entering a new position number.
- All summer positions must be active, have a position description in the system,
iii. Expected job end date: All graduate appointments require an expected job end date. Please use the last day worked to ensure reports encumber correctly. The last day of summer is 08/27/2017.

2. Job information

- [Image of job information form]

Updated 04/18/17
i. Employee Class - Graduate Assistant

ii. Job code and standard hours/FTE - double check that the correct information pulled through with the position number. FTE must be zero and remain unchecked.

b. Job Labor - leave all defaults as they are
c. Payroll

i. Absence system - other

ii. Pay group - PLH

iii. Employee type
   - E - exception hourly; this will be used for the majority of graduate appointments
   - H - hourly;

d. Salary plan - leave all defaults as they are

Updated 04/18/17
e. Compensation

- Frequency: H
- Rate Code: HRLY
- Comp rate: Calculate compensation - must click button before saving

3. Distribution Entry
   a. Prior to 06/11/17, select FY2017. Beginning 06/12/17, select FY2018
   b. Select link under “funded by” - this will likely already be set up as “by appointment.”
   c. Add rows at data level you would like to change:
      i. Effective date - use to add a distribution effective a new date
      ii. Earnings Distribution - use to add additional earn codes (grads will almost always be blank)
      iii. Distribution details - use to add account strings/combo codes