Graduate appointment entry guide for units with entry access

General entry notes:

- Grad appointment entry is restricted to entry for graduate students who have previously held a 9511, 9519, 9521, or 9529 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 or suspension may be used for ending graduate appointments; summer appointments must be terminated.

Graduate appointment entry instructions (9511/9519 and 9521/9529) by Job Data tab

1. Academic year
   a. Work Location
      i. Effective date: start date of the appointment
      ii. Action/Reasons:
         - Hire/Hire- 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)
• Hire/Additional job- use to add additional job records when an employee already has an active job record during the same time period
• Rehire/greater than 30 days- use when the record has been terminated longer than 30 days
• Rehire/within 30 days- use when the record has been terminated less than 30 days

iii. 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.

iv. Expected job end date: All graduate appointments require an expected job end date. Please use the day following the last day of work in order for benefits to calculate correctly.

b. Job information

i. Employee Class- Graduate Assistant
ii. Standard hours/FTE- double check that the correct information pulled through with the position number

c. **Job Labor**- leave all defaults as they are

d. **Payroll**
i. Absence system- other

ii. Pay group- P09

iii. Employee type

- E- exception hourly; this will be used for the majority of graduate appointments
- H- hourly; if this is used, please send an estimate of semester hours to be worked to the graduate school so they can calculate the tuition benefit

e. **Salary plan**- leave all defaults as they are

f. **Compensation**
i. Frequency: H  
ii. Rate Code: HRLY  
iii. Comp rate: Calculate compensation- must click button before saving

2. Distribution Entry
   a. 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