

Summer Instructions 2016

Spring Research Assistants and Graduate Assistants GPTI/TA/RA/GA's Working but NOT enrolled in School

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General Information:

The purpose of this document is to provide instructions and information for

- A. Spring RAs or GAs who will work summer jobs on campus
- B. Spring RA/GA's who are not working on campus.
- C. Spring GPTI/TA/RA/GA's who are not enrolled in summer graduate school, but will work summer jobs on campus.

Following the instructions set-fourth in this document will ensure graduate student benefits are not affected during the summer months.

EOPS vs. ePAF: If an employee is performing duties for 30 calendar days or more, an ePAF must be prepared and submitted in order to pay the employee for time worked. The Employee Onetime Payment system (EOPS) can only be used in situations where an employee is performing duties for less than 30 calendar days.

NOTE: All **Spring RA/GA primary jobs** must remain unchanged for benefits eligibility. RA/GA primary jobs continuing into the summer **do not** need to be placed on leave without pay with benefits for the summer months. However, as described in this document, you may need to place Spring RA/GA primary jobs on leave if the employee will work under a different title during the summer or will not work on campus.

A. Research Assistants and Graduate Assistants working in the summer:

Research Assistants and Graduate Assistants are appointed as full fiscal year (12-month) employees, thus their jobs will remain active during the summer months. Provided the student is enrolled in graduate school for the required number of credit hours to hold a graduate title, they will continue to work with no special summer appointment needed.

- To appoint a **Spring RA** as a GPTI/TA for the summer months, place the RA position on Leave without pay with benefits using the Leave Without Pay form, effective June 1. Follow the Summer Instructions for GPTI/TA using the pooled GPTI/TA position assigned to your department. Return the **Spring RA** to active status on Sept 1 with the Return from Leave Without Pay form. (see URLs below)
- To appoint a **Spring GA** as a GPTI/TA or RA, please contact HR Compensation and Operations for special handling instructions.

B. Research Assistants and Graduate Assistants NOT working the Summer:

Spring RAs not working during the summer, but are scheduled to return in the Fall, should be placed on Leave without pay with benefits using the Leave Without Pay form, effective June 1. Please use “Between Term Leave” as the type of leave. The Return from Leave Without Pay form will be used to return the **Spring RA** to an active status effective Sept 1. (see URLs below).

Spring GAs that are not working during the summer, but are scheduled to return in the Fall, should remain active so long as they do not report any hours worked on their Web time entry.

RAs and GAs that are not working this summer, and will not be returning in the Fall, should be terminated effective May 31. **Note: ePAFs need to be completed and applied prior to the first non-exempt payroll in June.**

C. Summer Jobs for Spring GPTI/TA/RA/GAs not enrolled but working at TTU:

GPTIs, TAs, RAs and GA’s not enrolled for the required number of Graduate school course hours during the summer months are not eligible to work on campus under a graduate title. Should they want to work on campus during the summer, they must be employed as a Student Assistant. This Student Assistant title will need to be reflected as a secondary job to ensure the graduate student benefits are not affected.

- The Spring GPTI/TA 9 month jobs are automatically placed on leave without pay with benefits. If not enrolled for graduate classes, GPTIs and TAs need to be appointed a secondary job using the department’s pooled Student Assistant position number with a suffix of ‘10’.
- Spring Research Assistants not enrolled in Graduate school during the summer should be placed on Leave without pay with benefits using the Leave Without Pay form, effective June 1. Please use “Between Term Leave” as the type of leave. If not enrolled for graduate classes, RAs need to be appointed a secondary job using the department’s pooled Student Assistant position number with a suffix of ‘10’. The Return from Leave Without Pay form will be used to return the Spring RA to an active status effective Sept 1. (See URLs below).
- Graduate Assistant appointments should be placed on Leave without pay with benefits using the Leave Without Pay form, effective June 1. Please use “Between Term Leave” as the type of leave. If not enrolled for graduate classes, GAs need to be appointed a secondary job using the department’s pooled Student Assistant position number with a suffix of ‘10’. The Return from Leave Without Pay form will be used to return the Graduate Assistant position back to an active status effective Sept 1. (See URLs below).

To assign the graduate student to a Student Assistant job for the summer, use the multi-action ePAF, ***TTU Add Sec Job And Future EndJob – Summer NonExempt (TSJFJN)*** ePAF. We have attached a special template for your convenience in preparing this summer appointment. **It is required that this ePAF be used to appoint a graduate student not enrolled in Graduate School to a student assistant summer job.**

Things to keep in mind:

1. The summer appointment should use pooled Student Assistant position number assigned to your department, with a suffix of 10.
2. An FTE will need to be assigned to ALL summer positions. If multiple positions will be assigned, the FTE will need to be split according to the work load.
3. An HLN earnings code with units as 1 will be used in the “Create or change default earnings” section of the ePAF.

If you have questions, please contact Human Resources – Compensation & Operations for assistance at 742-3851 or send an email to hrc.compensation.operations@ttu.edu.

Attachments:

TTU Add Sec Job And Future EndJob – Summer NonExempt (TSJFJN) Template

Leave Without Pay online fillable form:

Follow the clicks: ***RaiderLink, A&F Work Tools, HR channel > HR Forms > Forms > Leave > “Leave Without Pay”***

Return from Leave Without Pay online fillable form:

Follow the clicks: ***RaiderLink, A&F Work Tools, HR channel > HR Forms > Forms > Leave > “Return from Leave Without Pay”***

Or, <http://www.depts.ttu.edu/hr/documents/leavewopay.pdf>

Forms > “Leave Without Pay Form”

<http://www.depts.ttu.edu/hr/documents/returnleavewopay.pdf>

Forms > “Return from Leave Without Pay Form”

TSJFJN, TTU Add Sec Job AND End Job Summer NonExempt

Purpose of this ePAF Approval Category:

FOR SUMMER APPOINTMENTS ONLY: Begin and End a Summer Nonexempt secondary job (GA/SA).

For details and comparison with other ePAFs, please review the [Guide for Choosing an ePAF document on the HR Job Aids webpage](#) .

The DATE Reminders - Summer Term: Add Secondary Job & End

The Start Job:

The Personnel Date is the first day of the new job, regardless of whether it occurred in the past or is an upcoming date.

The Query Date is pre-populated with today's date and should be over-typed with a date that is after both the previous Job End Date and the Last Paid Date. The ePAF will apply even after the Due Date. If the employee missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

The End Job:

The final day of the job should be entered in all 3 date fields.

ePAF Template

Hint: Do not use the browser

BACK button

Hint: Use Decision Guide for Query Date

Hint: Use the Job Aid "ePAF Attachment Instructions"

Hint: Save often

Hint: Follow the example for dates input.

Hint: No dashes or spaces in most input boxes

NEW ePAF PERSON SELECTION Screen. This is the first ePAF entry screen

ID	_____	Enter R#, OR  Search for R#. DO NOT Generate a new R#
Query Date	_____	Hint: Enter THE DATE (if it is not today's date)
Approval Category	_____	TTU Add Sec Job AND End-Summer NonExempt TSJFJN

NEW ePAF JOB SELECTION Screen. This is the screen where you enter or select the T# position.

HINT: If the person was previously appointed to this T#, click ALL JOBS to get appts and select the previous appt by clicking the round radial in the Select column.

HINT: Be sure to click the NEXT APPROVAL TYPE button until only the GO button remains.

Enter Position Number	_____	Hint: Use your department's pooled position for GA or SA. Use 10
Suffix	_____ 10	for the first job assignment; use 20, 30, etc for simultaneous job assignments to the same position/title.

The ePAF entry form opens. Be sure to follow these hints before starting your entry:

HINT: Verify the T#, suffix and title appear correctly above each Approval Type.

HINT: If this is a reappointment to a T#, copy the Job Begin Date from the Current Value to the New Value column.

HINT: Remember that the Default Earnings does not insert Effective Dates, and it needs to be entered on each line.

NEW JOB NON-EXEMPT

Job Begin Date (MM/DD/YYYY) _____ **Hint: Use the Query Date as the Job Begin Date.**
 Exception: If this is a reappointment and the employee was previously appointed to this T# position, use the original Job Begin Date from the Current Value Column of the ePAF. Default. Not overrideable.

Job Type _____ S _____
 Jobs Effective Date (MM/DD/YYYY) _____ **Hint: Use the Query Date as the Jobs Effective Date.**
 Personnel Date (MM/DD/YYYY) _____ **Hint: Follow THE DATE Reminders above. Default.**
 Step _____ 0 _____ Not overrideable.
 Hourly Rate _____
 Job Status _____ A _____ Pay Rate per Hour Default.
 Position Title _____ Not overrideable.
 FTE _____ Entry not allowed. Defaults from Position # AFTER ePAF applies. Use 3-digit decimals (i.e. .50, .375) 1.0 is fulltime
 Job Change Reason Code _____ Pick From List REAPT-Reappointment
 Timesheet COA _____ Chart of Account, T or S
 Timesheet Orgn _____
 Time Entry Method _____ Pick From List Home Organization code such as C11000 Employee Time
 Supervisor ID _____ Entry via the Web
 R# ID of the job supervisor, who must have an active job.

COMPENSATION Nonexempt - Factor & Pays

Effective Date MM/DD/YYYY _____ **Hint: Use the Query Date**
 Hours per Day _____ Use the ePAF Calculator job aid.
 Hours per Pay _____ Use the ePAF Calculator job aid.
 Factor (Not Overrideable) _____ 24 _____ Default. Not overrideable.
 Pays (Not Overrideable) _____ 24 _____ Default. Not overrideable.

CREATE OR CHANGE DEFAULT EARNINGS

New Value

Effective Date (MM/DD/YYYY)	Earnings	Hrs or Units per Pay	Deemed Hours	Special Rate	Shift	End Date
Use Query Date	HLN	1	Lv Blank	Lv Blank	1	Lv Blank
					1	

Hint: Only make entries in three columns - Effective Date, Earnings Code, and Hrs or Units (Shift is pre-loaded; Lv Blank - leave column blank - column is not used).

Effective Date: Use the Query Date. Must be in the format MM/DD/YYYY. Required with each Earnings Code.
 HLN (Not Eligible) or HLD (Eligible) is for Longevity (or Hazardous Duty): Choose either HLN or HLD. Only Full Time Staff are eligible = HLD; all others are HLN. Insert 1 (Unit) in the Hrs or Units column.

RGH for Nonexempt Hourly is not required

CAUTION: Do not 'edit' an Earnings Code that defaults into Default Earnings. If a code is unwanted, click to remove the line and enter the desired Earnings Code on a new line.

Be sure to click "SAVE and Add New Rows" if you make changes in Default Earnings.

CREATE OR CHANGE LABOR DISTRIBUTION, FOAPAL

Effective Date (MM/DD/YYYY) _____ **Hint: Date defaults to the Query Date**

COA	Fund	Org	Acct	Program	Activity	Location	Percent
T or S							

Hint: Effective Date should be query date. Hint: Percent column should total to 100.

CAUTION: FOAPAL defaults from the Position and only the Percent can be edited. If the FOAP is not wanted, set the percent to 0 and click to remove the line. Add desired FOAPs on new line(s) with appropriate percents.

Be sure to click "SAVE and Add New Rows" if you make changes to the FOAPs.

ENDJOB

Jobs Effective Date (MM/DD/YYYY)	_____	Hint: Follow THE DATE Reminders above.
Personnel Date (MM/DD/YYYY)	_____	Hint: Follow THE DATE Reminders above.
Job Status	T	Default. Not overrideable.
Job Change Reason Code	ENJOB	
Job End Date	_____	Hint: Follow THE DATE Reminders above.

ROUTING QUEUE

20 - Department	Approve	HINT: Click the magnifying glass  and choose a name for each level.
75 - Compensation	Approve	
80 - Budget	Approve	HINT: Find the "Default Routing" link in your Originator Summary and save your normal approvers.
95 - HR TTU Approval	Approve	
99 - HR TTU Apply - Upload	Apply	

HINT: The minimum approvals for most ePAF's are preloaded in the Routing Queue. If additional approvals are required for a particular employee type such as faculty or students (Grad School, Provost, etc), or if additional approvals are required by your department management or if the transaction is an exception to university policy select the required approvers from the Approval Level pull down list.

COMMENT BOX (Summer Appointments)

Previous "timesheet org" is no longer required.

