Summer Instructions 2014
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 RA/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 attached Leave Without Pay form. Follow the Summer
Instructions for GPTI/TA using the pooled GPTI/TA position assigned to your department.
➢ To return a Spring RA position back to an active status, use the attached Return from Leave
Without Pay form.
➢ 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 (see attachments below). This will be effective 6/1/2014. Please make sure to use “Between Term Leave” as the type of leave. The Return from Leave Without Pay form will be used to return the Spring RA position back to an active status. (See attachments 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 5/31/14. 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, they need to be appointed a secondary job using the department’s pooled Student Assistant position number with a suffix of ‘10’. Include the comment “Graduate Student not enrolled in Graduate school. Time sheet org to be assigned:” in the comments section.

- 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 (see attachments below). This will be effective 6/1/2014. Please make sure to use “Between Term Leave” as the type of leave. If not enrolled for graduate classes, they need to be appointed a secondary job using the department’s pooled Student Assistant position number with a suffix of ‘10’. Include the comment “Graduate Student not enrolled in Graduate school. Time sheet org to be assigned:” in the comments section. The Return from Leave Without Pay form will be used to return the Spring RA position back to an active status. (See attachments below).

- Graduate Assistant appointments should be placed on Leave without pay with benefits using the Leave Without Pay form (see attachments below). This will be effective 6/1/2014. Please make sure to use “Between Term Leave” as the type of leave. If not enrolled for graduate classes, they need to be appointed a secondary job using the department’s pooled Student Assistant position number with a suffix of ‘10’. Include the comment “Graduate Student not enrolled in Graduate school. Time sheet org to be assigned:” in the comments section. The Return from Leave Without Pay form will be used to return the Graduate Assistant position back to an active status. (See attachments 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. Make sure to comment that this ePAF is for a “Graduate Student not enrolled in Graduate school. Time sheet org to be assigned: ” in the comments section of the ePAF. **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.
4. Please use this comment “Graduate Student not enrolled in Graduate school. Time sheet org to be assigned: ” to help Human Resources track these appointments and adjust the e-class on the employee’s record. This will ensure timely payment to the employee.

If you have questions, please contact Human Resources – Compensation & Operations for assistance at 742-3851 or send us an email at hrs.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”
Reminders Before Starting

1. **Query Date** belongs to the “Begin” Action.
2. The date fields for the “End” action are empty and must be manually entered.
3. If there is a **Job End Date** as viewed on the Job Selection screen that will conflict with this multi-action ePAF, then it must be removed.
4. Use the **ALL JOBS** button to view and decide if this is a reappointment to the same T#-Suffix as last summer. If so, select last summer’s T#-Suffix when building the ePAF with the **NEXT APPROVAL TYPE** button.

**Job Change Begin**

1. The employee’s first day of the new job is **THE DATE**; it must be **after** the previous job end.
2. If **THE DATE** is **on or before** the previous **Job End Date**, then email HR Compensation Operations for assistance.
3. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than **THE DATE**.
4. On the reappointment of an employee, if there is a potential “primary” job conflict, email HR Compensation Operations.

**Job Change End**

1. Enter the **last day of the job** in all end date fields.

**ePAF Template**

**Hint: use the Job Aid “ePAF Attachment Instructions”**

**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

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

**NEW JOB NON-EXEMPT**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date (MM/DD/YYYY)</td>
<td></td>
</tr>
<tr>
<td>Job Type</td>
<td>S</td>
</tr>
<tr>
<td>Jobs Effective Date (MM/DD/YYYY)</td>
<td></td>
</tr>
<tr>
<td>Personnel Date (MM/DD/YYYY)</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>0</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td></td>
</tr>
<tr>
<td>Job Status</td>
<td>A</td>
</tr>
<tr>
<td>Position Title</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason Code</td>
<td>Pick From List</td>
</tr>
<tr>
<td>Time Entry Method</td>
<td>Pick From List</td>
</tr>
<tr>
<td>Premium Pay Code</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID</td>
<td></td>
</tr>
</tbody>
</table>

**COMPENSATION Nonexempt - Factor & Pays**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date MM/DD/YYYY</td>
<td></td>
</tr>
<tr>
<td>Hours per Day</td>
<td></td>
</tr>
<tr>
<td>Hours per Pay</td>
<td></td>
</tr>
<tr>
<td>Factor (Not Overrideable)</td>
<td>24</td>
</tr>
<tr>
<td>Pays (Not Overrideable)</td>
<td>24</td>
</tr>
</tbody>
</table>
CREATE OR CHANGE DEFAULT EARNINGS

New Value

<table>
<thead>
<tr>
<th>Effective Date (MM/DD/YYYY)</th>
<th>Earnings</th>
<th>Hrs or Units per Pay</th>
<th>Deemed Hours</th>
<th>Special Rate</th>
<th>Shift</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Query Date</td>
<td>HLN</td>
<td>1</td>
<td>Lv Blank</td>
<td>Lv Blank</td>
<td>1</td>
<td>Lv Blank</td>
</tr>
</tbody>
</table>

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.

**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

<table>
<thead>
<tr>
<th>COA</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>T or S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

END JOB

<table>
<thead>
<tr>
<th>Jobs Effective Date (MM/DD/YYYY)</th>
<th>Hint: Follow THE DATE Guidelines above.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Date (MM/DD/YYYY)</td>
<td>Hint: Follow THE DATE Guidelines above.</td>
</tr>
<tr>
<td>Job Status</td>
<td>T</td>
</tr>
<tr>
<td>Job Change Reason Code</td>
<td>ENJOB</td>
</tr>
<tr>
<td>Job End Date</td>
<td></td>
</tr>
</tbody>
</table>

Hint: Follow THE DATE Guidelines above.

ROUTING QUEUE

| 20 - Department | Approve |
| 75 - Compensation | Approve |
| 80 - Budget | Approve |
| 95 - HR TTU Approval | Approve |
| 99 - HR TTU Apply - Upload | Apply |

HINT: The Approval Matrix on the HR Job Aids web page offers guidance about adding optional approval levels.

HINT: Find the "Default Routing" link in your Originator Summary and save your normal approvers.

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)

When using this ePAF for a Graduate Student Summer Appointment, include the comment:

“Graduate Student not enrolled in Graduate School.  Time sheet org to be assigned: __?__”