MyJob Electronic Salary Authorizations
New Hire - Graduate Assistants
Version 1.0

Introduction
This manual illustrates the MU New Graduate Assistant Hire function in MyJob Self Service. The intended audience is employees responsible for submitting electronic salary/payroll authorizations as authorized per internal departmental procedures. This MyJob role will only be assigned to those who have submitted a completed Confidentiality Agreement to the Department of Human Resources.

Use the MU New Graduate Assistant Hire function to authorize payments to graduate assistants who were not previously employed by the university. The New Hire function may be used for any standard academic term (Fall, Spring, or Academic Year (AY)) or for specific dates on a grant or other off-cycle assignment and regardless of budget funding source.

For any returning part-time faculty and graduate assistants please see Reactivation or Assignment Continuation procedures.
1. Fund the employee position code line. See the procedures for “Assignment of Costing to a Position” in the Budget System User Guide.

2. From main menu in MyJob, choose MU New Graduate Assistant Hire Responsibility.

3. Find graduate student by typing Last Name, Pay Cycle, and Academic Term. Click [Go] button. (Read below for more detailed instructions on this screen.)

   a. Pay Cycle: for fast entry type Grad and tab. The following selections will appear in a pop-up window to allow a “Quick Select.” Alternately, type Grad-AY, Grad-Fall, Grad-Other or Grad-Spring (case sensitive).
b. Academic Term = 2014 (or start year of the AY). This field will populate correctly based on the Pay Cycle entered for Grad-AY, Grad-Fall and Grad-Spring.

c. **Effective Dates will default to the payroll dates of the academic term** for Grad-AY, Grad-Fall and Grad-Spring.

d. **GRAD-OTHER**: For Graduate Assistants being hired off-cycle (not Grad-AY, Grad-Fall or Grad-Spring) on grant accounts or other special projects, when you select Grad-Other for the Pay cycle, you will get a warning to remind you to enter Effective Start date and End date.

4. After list of students is generated by clicking [Go], verify correct student/MUID.

5. Select correct graduate student and click the [Hire] button.
6. Person Type information will default to Student Employee. Social Security Number will default to 000-00-0000 and Gender defaults to female or male per PeopleSoft data. Click the [Next] button.

7. At the Social Security Warning, click the [Next] button. Due to FERPA, the SSN will not populate until the hire is complete and the nightly interface pulls the data from PeopleSoft.

8. Enter Department name and you’ll get a soft warning that the Location defaulted to the location for the department. This is correct for most areas. Change the Location if needed.
9. Enter the Job Type = GRAD, which will populate this field as: Grad Assist.Instruction/Research Asst

10. Enter the Position Code = GRAD, which will bring up a pop-up window with a list of all grad position codes within the Department. This is a list of all codes, not vacant codes. Select the position code which was previously funded for the purpose of this new hire. (See the *Budget System User Guide*.)

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Position Name</th>
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<tbody>
<tr>
<td></td>
<td>Grad Asst.Chemistry.G grad</td>
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</table>

11. Payroll will default to “Students”, Government Reporting Entity will default to “Setup Business Group”.

12. Hours will default to 37.5 hours per week. **Enter Total Hours Per Week.** A full assistantship GA/RA/TA is 20 hours per week. A half assistantship GA/TA/RA is 10 hours per week. For grant/project assistants, please enter total hours worked per week.

13. For Pay Cycle - Click the magnifying glass for a list of values and use the “Quick Select” feature. (The magnifying glass (search) provides consistent results for easy entry). Pay Cycle MUST match the pay cycle selected on the first Grad Hire screen.

14. Leave TIAA CREF ER Match and for Benefit Eligible fields blank.
15. Assignment Status defaults to Accepted and Salary Basis defaults to BW Flat Rate. Click [Next] button.

![Assignment Status and Salary Information](image)

16. Click [Next] at the social security number soft warning.

**Warning**
Social Security - This 000-00-0000 already exists. Continue?

17. Click [Propose Pay Change] button.

![Employee Pay History](image)

(continued on next page)
18. Enter **Total Salary Over Duration** - put the total pay for the assignment. Click [Enter] and you will receive a “warning” with the **EXACT DOLLARS needed for you to complete the Actual Pay Amount** field. The Actual Pay Amount = per paycheck amount. This dollar amount must match exactly as directed to move on in the process.

19. Enter Actual Pay Amount as directed. Change salary basis will default to ‘BW Flat Rate’

20. If everything appears in order then click [Apply].
21. Review salary information and click [Next].

22. Assign Manager Name and click [Next].

23. No information needed on next screen. Click [Next] to move forward in the process.

24. Review information. Click [Submit]
25. This warning tells you the next regularly scheduled payroll date. Click [Continue].

26. Make sure you get to this Confirmation page. Click [Home] to return to the main menu.

27. All new Grad-AY, Grad-Fall and Grad Spring hires will process automatically during the next nightly process. Grad-Other records stop at HR for review before being committed.