Graduate Assistant/Associate Worksheets

MSS QUICK REFERENCE GUIDE

The University of Arizona
SYSTEMS CONTROL | University Services Building, Rm. 401
LAST UPDATE: NOVEMBER 2, 2015
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1. **SPRING 2016- GRADUATE ASST/ASSOC WORKSHEETS**

1.1 **GRADUATE ASSISTANT/ASSOCIATE GUIDE**

This guide provides worksheet instructions for Graduate Assistant/Associate employees.

- The worksheets are source documents for reappointing individuals for the 2016 Spring Semester.

2. **GENERAL WORKSHEET INFORMATION**

2.1 **WORKSHEET LOCATION**

The worksheets are available at:

→ UAccess Analytics → Employee → Rollover → Home Tab
  - Graduate Academic Worksheet – (link)
  - Graduate Fiscal Worksheet – (link)

2.2 **CHANGES ACCEPTED ON WORKSHEETS**

The following changes may be submitted on the Worksheets:

- Position Number
- UA Titles
- FTE Changes
- Compensation Rate
- Expected End Dates
- Extend expired visas

2.3 **COMPLETING AND SUBMITTING THE WORKSHEETS**

- Print worksheets and complete as instructed in sections 3-3.9
- Obtain Department Head or authorized representatives signature
  - Check with your Dean/Director/VP representative for routing instructions
  - Submit the completed and approved worksheets to:
    - Systems Control
    - University Services Building, Rm. 401

2.4 **IMPORTANT DATES AND DEADLINES**

- November 02, 2015 – Graduate Assistant/Associate Worksheets Available
- December 04, 2016 – Graduate Worksheets (Fiscal and Academic) – due to Systems Control
3. GRADUATE WORKSHEET DETAILED INSTRUCTIONS

The worksheets include a list of individuals in an active status with either Fiscal or Academic Graduate Assistant/Associate jobs as of November 2, 2015.

3.1 EFFECTIVE DATES

All changes initiated on the worksheets will be effective on or after the beginning of the 2016 Spring Semester dates based on the individual’s contract length:

- Academic = 01/04/2016
- Fiscal = 01/01/2016

3.2 WORKSHEET FORMAT

There are two sets of worksheets—Academic and Fiscal

- Employees with jobs ending on 1/03/16 (Academic)
- Employees with jobs ending on 12/31/15 or prior (Fiscal)

EMPLOYEE JOBS ENDING ON 01/03/16 (ACADEMIC)

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Position #</th>
<th>UA Title</th>
<th>Job FTE</th>
<th>Comp Rate</th>
<th>Combined FTE</th>
<th>Visa Exp Dt</th>
<th>Exp End Dt</th>
<th>Return Y or N</th>
</tr>
</thead>
<tbody>
<tr>
<td>12304567</td>
<td>Snow, Jan</td>
<td>196 xxxx</td>
<td>Graduate Associate, Teaching</td>
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<td>35,720</td>
<td>0.500</td>
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<td>01/03/2016</td>
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</table>

All Graduate Assistant/Associate jobs are temporary and include either fiscal, academic or visa expiration expected end dates.

- The jobs listed in the section above are scheduled to terminate unless Expected End Dates are extended.
- If no change is initiated, graduate jobs will change to a stop pay status the day after the Expected End Date and will terminate.

Changes to pre-printed information may be provided under the shaded area for the individual listed – see list of changes accepted in the General Information section on page 3 of this guide.
3.3 CHANGING UA TITLE

- Enter the new graduate title

3.4 CHANGING JOB FTE

- The “Job FTE” and “Combined FTE” columns should be completed to change the pre-printed FTE.
- The “Combined FTE” may be higher than the “Job FTE” if an individual has multiple jobs.

3.5 CHANGING COMPENSATION

- Write the new annualized salary in the Compensation Rate column
### 3.6 EXTENDING EXPECTED END DATE

To extend end dates for individuals appearing on the Academic or Fiscal worksheets:

- Enter the new “Exp. End Dt” to reappoint individuals through the end of the academic or fiscal year.
- Enter a “Y” in the “Return Y or N” column

<table>
<thead>
<tr>
<th>EmpId</th>
<th>Name</th>
<th>Position #</th>
<th>UA Title</th>
<th>Job FTE</th>
<th>Comp Rate</th>
<th>Combined FTE</th>
<th>Visa Exp. Dt</th>
<th>Exp. End Dt</th>
<th>Return Y or N</th>
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<td>-</td>
<td>01/03/2016</td>
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3.7 RETURN Y/N

The “Return Y or N” column must be completed for each employee job listed on Academic or Fiscal worksheets.

COMPLETE THE COLUMN AS FOLLOWS:

- **Y**— yes, the individual’s job will continue through the end of the current academic or fiscal year.
- **N**— no, the individual will not continue through the end of the current academic or fiscal year. See section 4 if the individual is ending employment with the UA.

Both the “Exp. End Dt” and “Return Y or N” columns should be completed to extend an employee’s job.

3.8 EXPIRING VISA STATUS

Graduate jobs automatically change to a stop pay SWB status the day after the Visa Expiration Date and terminate 14-days later unless documents are submitted to extend the end dates.

- The Worksheet may be used as a source document to extend both the visa expiration dates and the employee’s expected end date.

**To Extend the Expected End Date**

- Follow the instructions on the Expected End Date section on section 3.6 of this guide

**To Extend the Visa Status Expiration Date**

- Attach the I-9, with the reverification section completed, and a copy of the document authorizing the individual’s employment.
3.9 NEW ADDITIONAL JOBS

To add another job not listed on the worksheets, complete a PAF and provide the information in the next available blank job record section.

- The PAF navigation path in Analytics is: Dashboards→Employee→Business Manager Home Page→Home Tab
- Write “Additional Job” in the “Action/Reason” box or in the “Comments” section.
- Print and submit the completed and approved document to Systems Control.

4. MSS REQUEST EMPLOYMENT/JOB CHANGES – TERMINATE EMPLOYMENT

Submit MSS Employment/Job Change requests to either terminate employment or end jobs for Graduate Assistants/Associates ceasing UA employment or vacating one of their multiple positions. Write “MSS Termination Pending” across the “Exp. End Dt” column in the respective rows.
## 5. EXPECTED END DATE MATRIX

Employee jobs terminate at end of Short Work Break Period

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Planned/Scheduled End Date</th>
<th>EED Plan (Action/Reason)</th>
<th>SWB (Action/Reason)</th>
<th>Short Work Break Period</th>
<th>Job Termination Reason</th>
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<tr>
<td>Grad Assts/Assocs</td>
<td>End of Fiscal Year</td>
<td><em>DTA-SWB Fall/Fiscal</em></td>
<td><em>SWB- Temp Off</em></td>
<td>30 days</td>
<td>Due to Inactivity</td>
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<td>Grad Assts/Assocs</td>
<td>End of Academic Year</td>
<td><em>DTA-SWB Summer/Unknown Return</em></td>
<td><em>SWB- Temp Off</em></td>
<td>120 days</td>
<td>Due to Inactivity</td>
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<tr>
<td>All categories</td>
<td>Based on visa expiration</td>
<td><em>DTA- Expiring Visa Status</em></td>
<td><em>SWB- Expired Visa Status</em></td>
<td>14 days</td>
<td>Voluntary Resignation</td>
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6. REVISION HISTORY

Document Contributors

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Change Control Log

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<td>11/02/2015</td>
<td>Dates updated</td>
<td>Abbie Montenegro</td>
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