GA Contract Form Step-By-Step: New Hire or Re-Hire

Introduction

These instructions provide step-by-step details for utilizing the Graduate Assistantship contract in Kuali Build to hire a new GA or re-hire a GA. Before hiring a graduate assistant, please review the [Hiring Unit Resources page](#). All graduate assistant hiring, re-hiring, changes, and terminations are done through the online GA contract form available on the [GA Hiring Unit forms page](#). There are no paper forms used for graduate assistant payroll record changes, however, I9's are still required to be completed in person with the hiring unit.

Type of Submission
These instructions are for the "New Hire or Re-Hire" submission type.

If this student is filling a position that you have posted on the GA job posting page, do you need to remove the posting?
The Graduate School will remove the GA Job Posting that you have now filled based on your answer to this question. If you answer yes, you will be prompted to enter the posting number. If you are not sure of the number, consult the [GA Job Posting Page](#) OR your Kuali Build submissions.

Is this a student being rehired into the same position?
If the student is NOT being rehired into the same position, you will need to provide information on other applicants for the position and why this applicant was chosen.

Strategic Position Alignment (SPA)

All hiring units should be familiar with and compliant with the [Universities guidance on SPA](#) before completing a GA contract. All hiring unit GA contract approvers should be familiar with SPA compliance for the forms that they approve.

Basic Information* (this section is part of the student's hiring packet)

Effective Date
If the student you are hiring will need to complete an I-9, It is very important to co-ordinate with the student on their I-9 completion and base their effective date on when they are legally eligible to work. Once your form is submitted, the Graduate School will review it and you will get a notification if your submission requires an I-9. If you were not aware of that and need to

change the student's effective date later, please follow the instructions at the bottom of this document. Under no circumstances should a student's effective date be changed to a date that is **after** they physically started working. <u>GA contracts should always reflect an accurate record of the student's start and end dates.</u>

Reminder: I9's from other types of non-GA positions are not shared across offices. If the student you are hiring completed an I9 as a student worker or other type of campus employee, you will still be required to complete a new I9.

<u>Effective Dates for International Student's with no Social Security Number</u>

Because of delays with the Social Security Administration office and social security number applications, international students who have not applied for a social security number yet are allowed to work as a graduate assistant while they are waiting on the SSN application appointment. **They should still complete an I9 on or before their effective date!** The SSN field would be left blank on the I9 form. The Graduate School will receive a copy of the student's SSN card from International Student and Scholar Services once the card has been received.

For more information on graduate assistant I9's, see the [Hiring Unit Resources page](#).

End Date

All GA positions must have an end date. Please remember to terminate the student on the last date of the term if they are graduating during the contract you are creating. See the academic calendar for the term the student is graduating in to find the last date of the term.

It may be helpful to review this date in your previous Kuali Build submissions if you create another contract for this student later. The earliest date of their next contract would be the day **after** the date you entered previously.

Student 800#

There could be two reasons a student's name would not auto fill in the blank based on the number you enter:

- **You've typed the wrong number**. The Kuali Build form is linked to Banner records. If the student's name does not populate based on the number you enter, you could be using the wrong number.
- **The student is not admitted yet**. If the student is new and has not activated their eID yet they will not populate into Kuali Build.

If the student you are trying to enter is not admitted yet, please coordinate with the student and their supervisor to submit the form after they are admitted. If you think there is an error

with their admission status, please contact Graduate Admissions at
graduateadmissions@siue.edu.

Hiring Unit

It is usually necessary to type in the name and then select it from the list rather than clicking the drop-down arrow. If you cannot locate your department name on the list, please contact the Graduate School.

Home Organization Number

This should be the home organization number or DDU for the SIUE campus department the student is employed under. For students who physically work off campus, please use the DDU or organization number for the main SIUE department that the student is employed under.

Is the student a Co-op PhD student?

If you know that the student you are hiring is in a co-op Phd program, please answer yes to this question.

What is their SIUC DAWG Tag#?

This is the SIUC equivalent of an 800#. If you need to pause completing the form to find this out from the student, you can save and access it later by logging into Kuali Build then clicking Submissions and then Drafts.

New Hire or Re-Hire

Position Details* (this section is part of the student's hiring packet)

Type of Position

If you are not sure which category most of the student's duties apply to, see the definitions in Policy 4A3. Please keep in mind that proper categorization is essential and has tax implications for the student. If you are not sure which category applies to your student, please email graduateschool@siue.edu.

Supervisor

All graduate assistants, regardless of the physical location of their employment, must have an on-campus representative listed as their supervisor.

Appointment Percentage

Type in a percentage no less than 25 (10 hours per week) and no greater than 50 (20 hours per week).

Semi-monthly Stipend

Consult the stipend table at the bottom of the Hiring Unit Resources page for the current minimum stipend rates. Contracts submitted with stipends lower than the minimums will be

returned to the submitter for correction. A first-year assistant is a student with an assistantship appointment during the first two terms of appointment. A second-year assistant is a student with an assistantship appointment beginning with the third term of appointment. For example, if you hire a student to work a fall-spring position and then hire them the following summer, the summer would be their third term of appointment and you would be required to pay them at least the minimum second year rate.

Job Duties* (this is the last question that will be included in the student's hiring packet)
It is important to list the student's job duties as they will be acknowledged by the student when they complete their hiring packet. When the Graduate School reviews the contract you submit, the job duties listed here should support the type of position you chose. For example, if you list that the student will be grading papers and assisting in instructional duties, they should be labeled as a Teaching Assistant rather than a General Assistant.

SIUE Directory Info

If the GA is working for an outside organization, a SIUE campus address should be included. Campus address info can be the info for the main office the student will be working under.

New Hire/Re-hire Funding Details

Follow the instructions in the form and add all budget purpose numbers that the student's position will be funded under. Please keep in mind that if this section is filled out incorrectly OR a number is used that is not activated yet in the AIS system it could result in a delay in the processing of the student's position.

Routing

All GA contracts submitted, regardless of their type, must at least be routed to a fiscal officer. See the routing instructions in the form for more information.

General Kuali Build Tips

- **Saving PDF Copies**

  If you choose to receive a notification when the form you submit is fully processed, the notification will include a PDF of the completed form. However, this PDF will include a copy of ALL sections of the form, even sections that do not apply to the submitter. If

you would like a more concise version, please save a PDF of your own before you hit the "submit" button on the form.

Instructions for printing to PDF could vary depending on what browser you use, however, for the options you chose on the form to be included in your PDF, make sure the "background graphic" option is checked in the settings of your printer.

- **Viewing the Status of Your Submission**

  You can see the status of all forms you have submitted through Kuali Build by logging in and clicking "My Documents" at the top of the main page. Within the "Submitted" section of My Documents, you can click on a form that has a status of in progress and view more info on the form routing.

- **Duplicating a Submission**

  If you are submitting a contract that is similar to a previous submission, you can duplicate the original submission, edit it, and submit. To do this, from the Submitted section of My Documents. click the three dots to the right of the submission you want to duplicate and click "duplicate and edit".

- **Student No Longer Able to Start Working on Effective Date (start date)**
  In cases where the effective date originally submitted is no longer applicable, you may need to change the effective date that you originally submitted. Effective dates can only be changed on submissions that do not have a status of "complete" in Kuali Build. These instructions ONLY apply to submissions that are not complete.

  How to change the effective date:
  1. Log into Kuali Build and click "My Documents" at the top of the main page.
  2. Find the submission you need to change and click the three dots in the Actions column.
  3. Click "Withdraw Submission".
  4. From the same page, click the three dots to the right of the withdrawn submission and click "duplicate and edit"
  5. Update any fields that need to be updated and click Submit.