

Hire a Graduate Assistant

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Created by

Jennifer Rowell

Creation Date

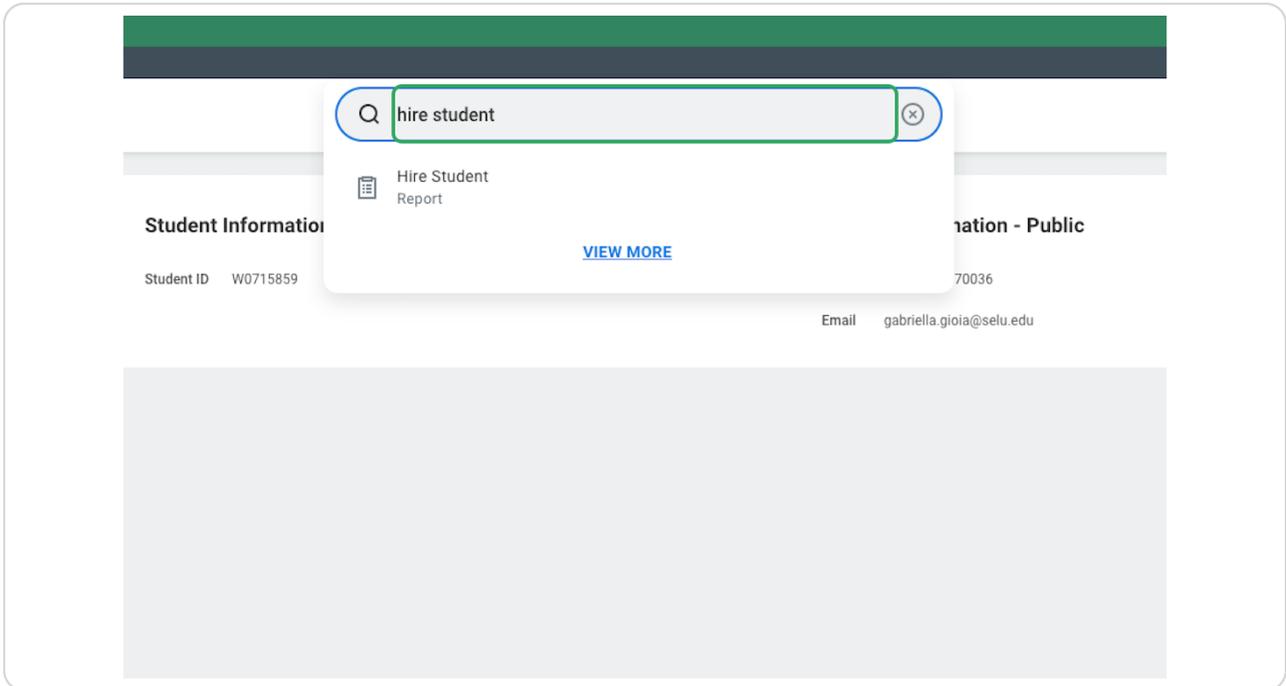
December 6, 2023

Last Updated

December 6, 2023

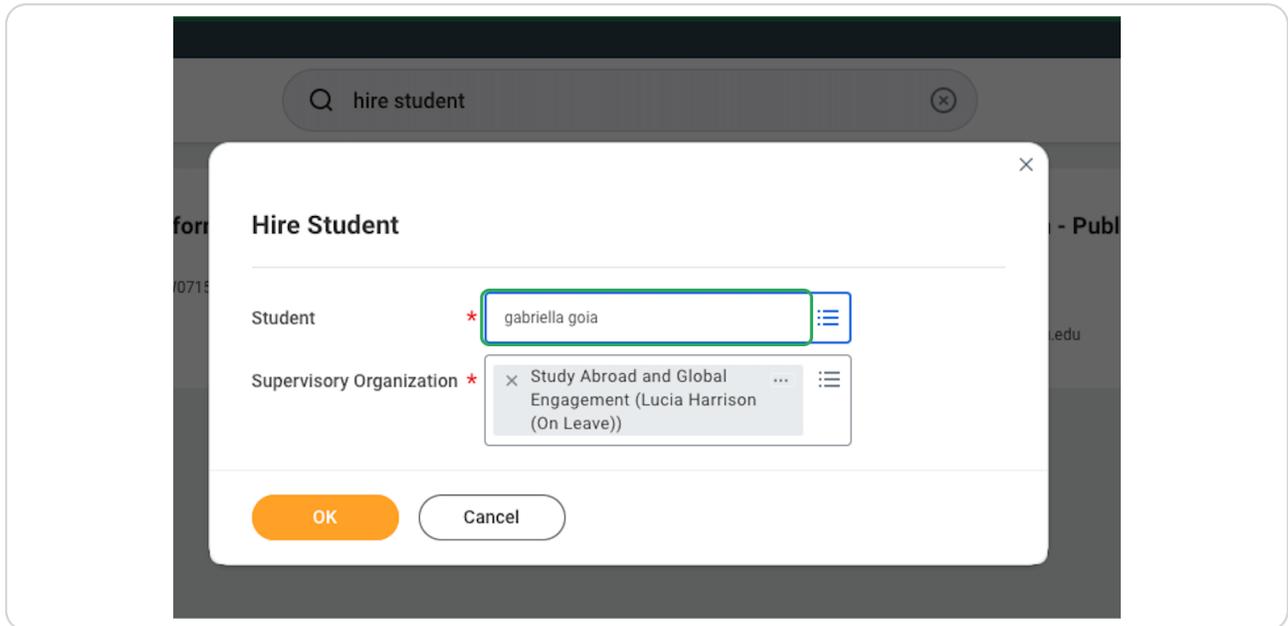
STEP 1

In the search bar, type "hire student" and select it



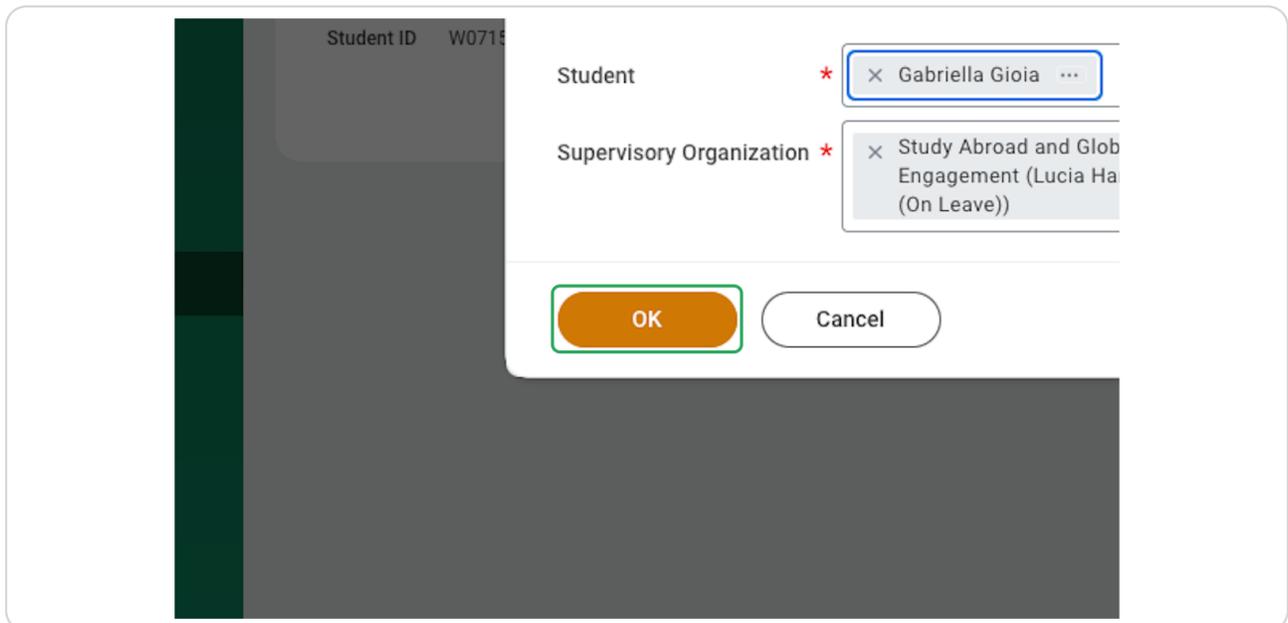
STEP 2

From the pop-up window, type in the name of the student you wish to hire and verify that you have the correct Supervisory Organization. NOTE: Graduate Assistants DO NOT go in the JM Sup Org.



STEP 3

When you have verified everything is correct, click OK.



STEP 4

Click on Hire

Hire Date	End Employment Date	Position
04/17/2023		P00007199 Student Worker

Hire

STEP 5

Enter the Hire Date

On behalf of: Lucia Harrison (On Leave)

MENU  hire s

Hire Student Gabriella Gioia Study Abroad and Global Engagement

Hire Date * MM/DD/YYYY 

Reason *

Job Details

Position *

STEP 6

Click on Reason

The screenshot shows the 'Hire Student' form. At the top, there is a navigation bar with a 'MENU' icon, the 'S' logo, and a search bar containing 'hire student'. Below this is a green header bar with the text 'Hire Student Gabriella Gioia Study Abroad and Global Engagement (Lucia Harrison)'. The form contains several fields: 'Hire Date' with a date picker set to '01/08/2024', 'Reason' (highlighted with a green box), 'Job Details' section with 'Position', 'Employee Type', and 'Job Profile' fields, each with a dropdown menu icon.

STEP 7

Click on Student and select the appropriate reason. **NOTE: If this is a brand-new Graduate Assistant, select Graduate Assistant. If this is a rehire for a new semester, select New Semester Appointment.**

The screenshot shows the 'Hire Student' form with the 'Reason' dropdown menu open. The dropdown menu is highlighted with a blue border and contains a search bar, a back arrow, and the text 'Student'. Below this, there are several options with radio buttons: 'Student > Graduate Assistant' (highlighted with a green box), 'Student > Housing Resident Assistant', 'Student > New Semester Appointment', 'Student > Student Worker', and 'Student > Working Between Semesters'. The form also shows the 'Hire Date' field set to '01/08/2024' and other fields like 'Position', 'Employee Type', 'Job Profile', 'Time Type', and 'Location' with dropdown menu icons.

STEP 8

Click on Position...

The screenshot shows a web interface for hiring a student. At the top, there's a navigation bar with 'Hire Student', 'Gabriella Gioia', and 'Study Abroad and Global Engagement (Lucia Harrison (On Leave))'. Below this, the 'Hire Date' is set to 01/08/2024 and the 'Reason' is 'Student > Graduate Assistant'. The 'Job Details' section contains several dropdown menus: Position, Employee Type, Job Profile, Time Type, Location, and Pay Rate Type. A red rectangular box highlights the 'Position' dropdown menu. Below the dropdowns, there's a 'Working Time' section with 'Scheduled Weekly Hours' set to 0 and 'FTE' at 0%. An 'Additional Information' section is also visible. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

STEP 9

From the drop-down menu, select Positions without Job Requisitions and then select the position you are hiring the student into.

This screenshot is a closer view of the 'Job Details' section from the previous step. The 'Position' dropdown is now filled with the text 'Search'. The 'Employee Type' dropdown is open, showing two options: 'Positions without Job Requisitions' and 'Positions with Job Requisitions'. A blue rectangular box highlights the 'Employee Type' dropdown menu, and a green rectangular box highlights the 'Positions without Job Requisitions' option. The other dropdown menus (Job Profile, Time Type, Location, Pay Rate Type) remain empty. The 'Working Time' and 'Additional Information' sections are also visible.

STEP 10

Update the Scheduled Weekly Hours to 20

Location *

Work Space

Pay Rate Type

Working Time

Scheduled Weekly Hours

FTE 100%

Work Shift

Additional Information

 enter your comment

STEP 11

Expand Additional Information

Scheduled Weekly Hours

FTE 100%

Work Shift

Additional Information

 enter your comment

STEP 12

Enter the End Employment Date

Disbursement Plan Period (empty)

Job Exempt

Job Classifications Graduate Assistant - (Appointment Types)

Additional Job Classifications

End Employment Date * MM/DD/YYYY 

enter your comment



Attachments

STEP 13

Click on Submit

Attachments

Drop files here

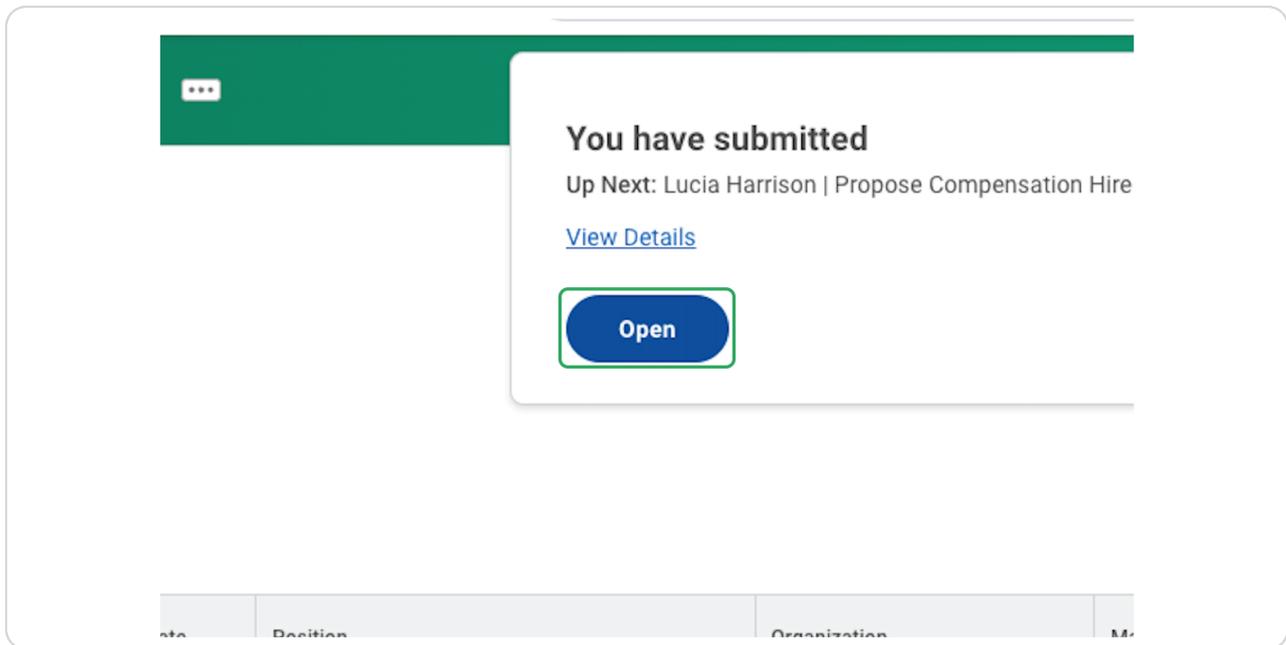
or

Select files

Submit Save for Later Cancel

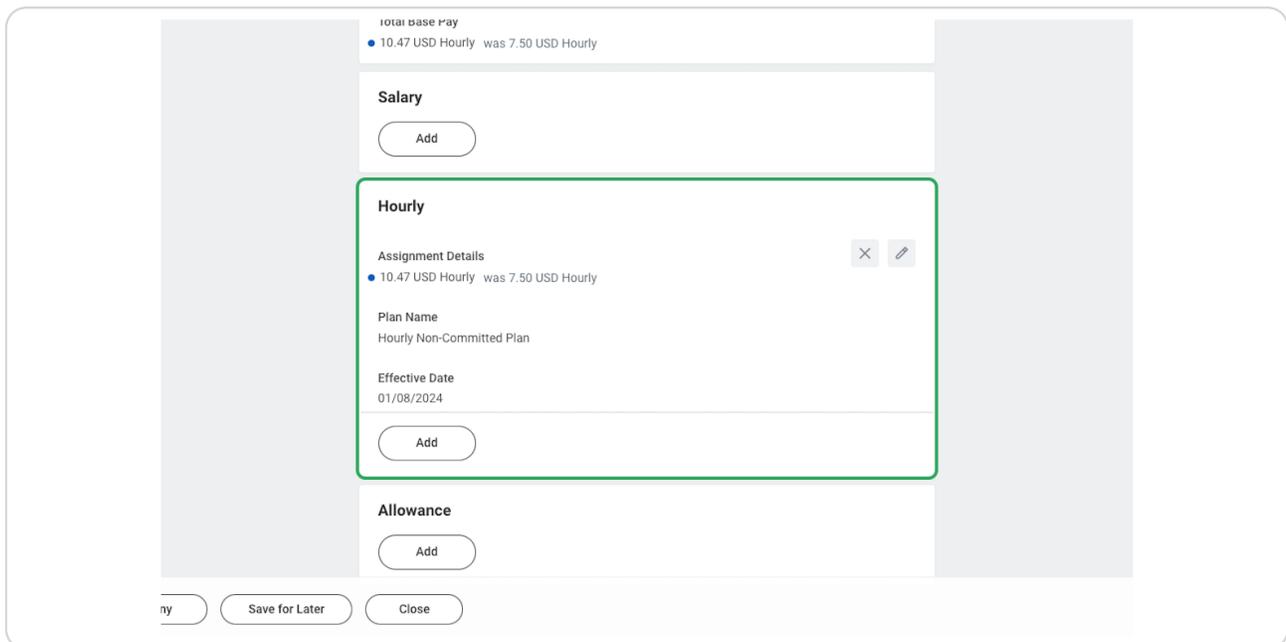
STEP 14

From the pop-up window, click on Open



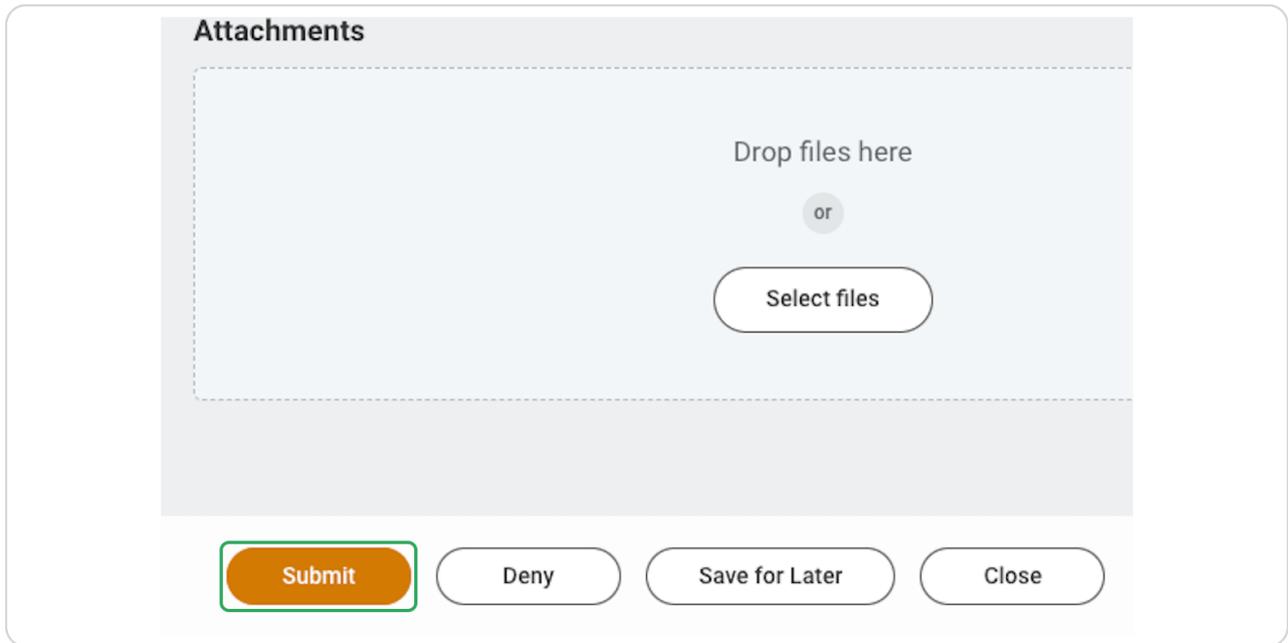
STEP 15

The compensation of the last Graduate Assistant in this position will be defaulted. Press the pencil icon if you need to make changes.



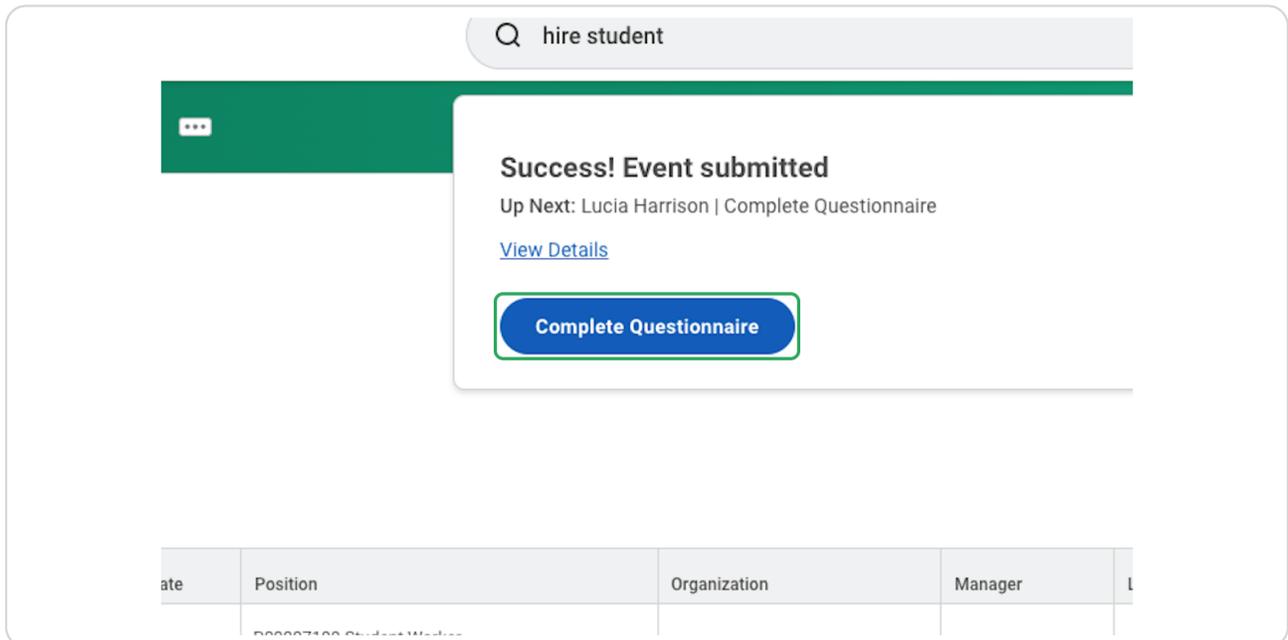
STEP 16

Once you have made changes to compensation (if applicable), click on Submit



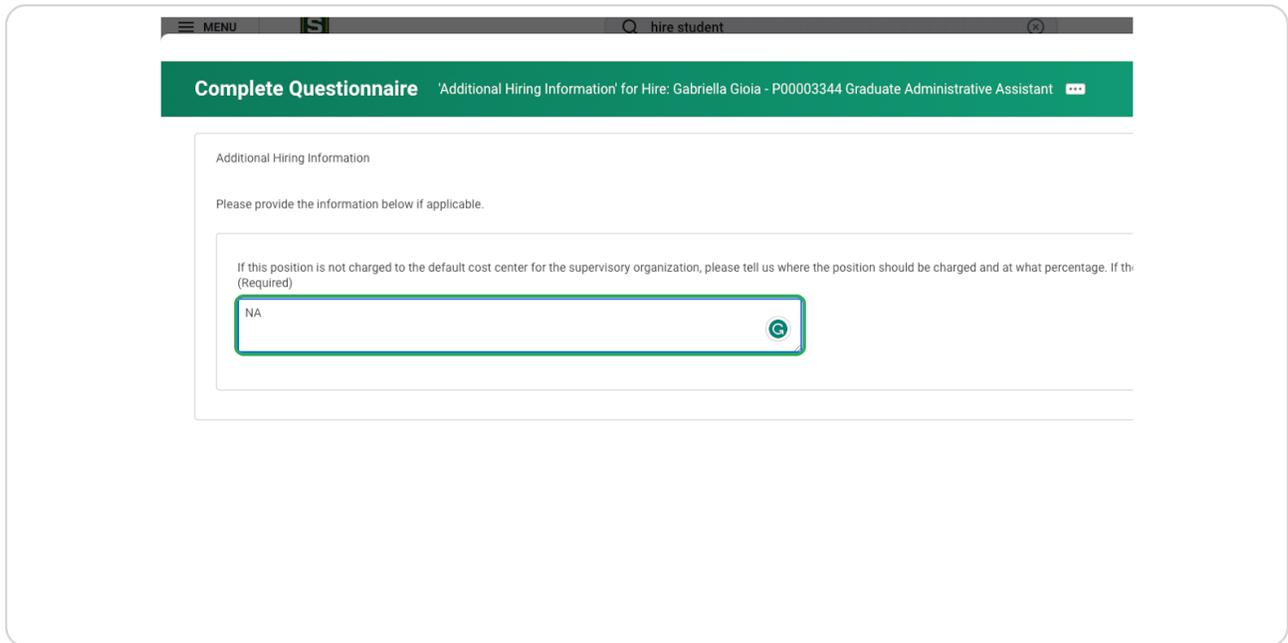
STEP 17

From the pop-up, click on Complete Questionnaire



STEP 18

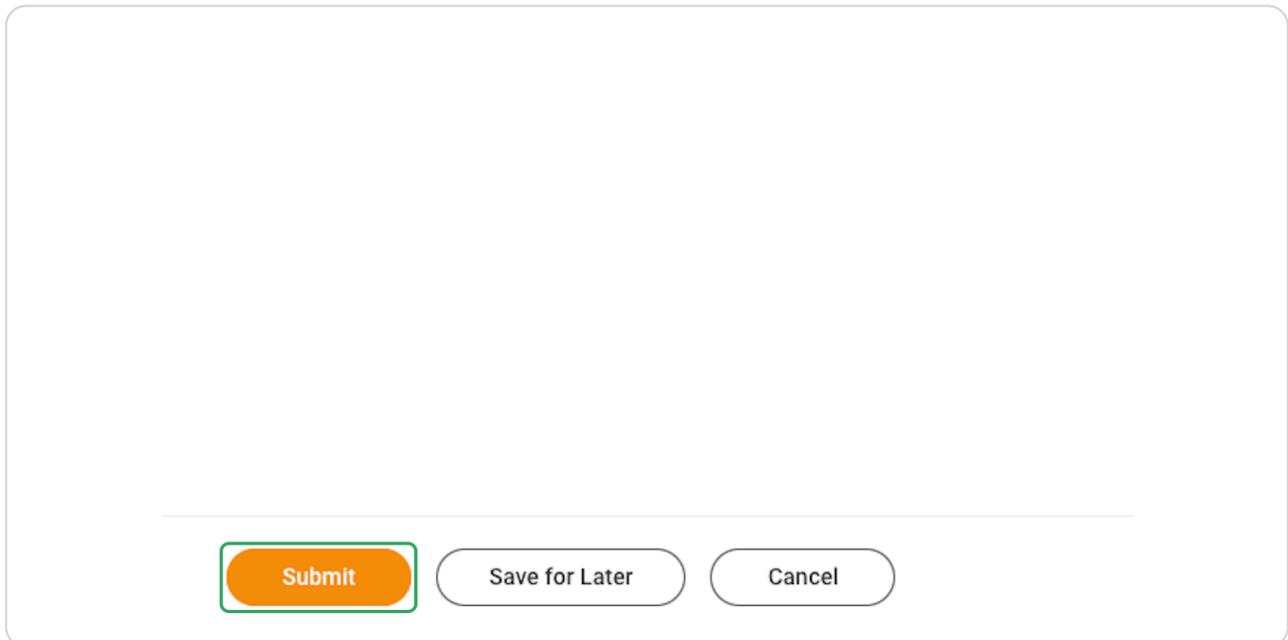
Follow the prompt on the screen to indicate where the Graduate Assistant will be paid from.



The screenshot shows a web browser window with a dark header bar containing a menu icon, the Southeastern Louisiana University logo, and the text 'hire student'. Below the header is a green banner with the text 'Complete Questionnaire' and a subtitle 'Additional Hiring Information' for Hire: Gabriella Gioia - P00003344 Graduate Administrative Assistant. The main content area is titled 'Additional Hiring Information' and includes the instruction 'Please provide the information below if applicable.' Below this is a text input field with the placeholder text 'If this position is not charged to the default cost center for the supervisory organization, please tell us where the position should be charged and at what percentage. If the (Required)'. The input field contains the text 'NA' and has a green border and a small circular icon on the right side.

STEP 19

When complete, click on Submit



The screenshot shows a form submission screen with three buttons at the bottom: 'Submit' (orange button with a green border), 'Save for Later' (white button with a grey border), and 'Cancel' (white button with a grey border). The buttons are arranged horizontally and are separated by a thin horizontal line above them.

