Electronic Appointment instructions
Graduate Teaching/Administrative/Research Assistants
(updated12/9/2008)

Generally

The first step in starting the electronic appointment process for a graduate assistant is to determine if there is a position on the Position Inventory that can be used. The user will access the graduate assistant positions on the Position Inventory then pick a position that is the appropriate type (Teaching, Administrative or Research) and has the appropriate Percent Time. The Percent Time for the position should match the number of hours the GTA, GA or GRA will work during the appointment period. Use the following guide to determine the appropriate Percent Time:

# of Hours Worked per Week	Percent Time	Appointment Length
20	100%	Academic Year, Fall only or Spring only
15	75%	Academic Year, Fall only or Spring only
10	50%	Academic Year, Fall only or Spring only
5	25%	Academic Year, Fall only or Spring only

There should be enough positions on a department's Position Inventory that the user will rarely have to use Step 1 for a graduate assistant position. Users should call the Budget Office (ext. 4105) if he/she is unsure if a new position should be created in Step 1.

If there is not a position on the department's Position Inventory that can be used, the user starts at Step 1-- New Position Request. If there is a position on the Position Inventory that can be used, the user starts at Step -- 2 Search Request.

Step 1: New Position Request (Request a new position)

If the user needs to create a new graduate assistant position, use the "New Position Request" link to access the module to create the request. The "New Position Request" link is located on the left hand GUS menu bar and also under the "Hiring Process" link. The user uses the drop down boxes to make selections and enter text on the New Position Request module as needed. The user submits the request when the required fields have been completed. The system will display the module again after it is submitted. If there are Errors in the request, the user will see the Errors listed at the top of the request. The Errors must be corrected and the request resubmitted. **The user should also review any Alerts displayed at the top of the module.** When the request has been successfully submitted, the user will see the approval box at the bottom of the module. The approval box will show that the user has initiated the request and that it is ready for action by the next approver.

When the New Position Request has been approved by all, the Budget office will set up a position in the HRS IBM database. The user will get an email with the position number to use in Step 2 – Search Request.

Step 2: Search Request (Assign salary dollars to the position)

After the user has identified the position number on the Position Inventory to use, the user clicks on the position's "View" link under the Search column in the Position Inventory. The user uses the drop down boxes to make selections and enter text on the right side of the module as needed. The user submits the request when the required fields have been completed. The system will display the module again after it is submitted. If there are Errors in the request, the user will see the Errors listed at the top of the request. The Errors must be corrected and the request resubmitted. **The user should also review any Alerts displayed at the top of the module.** When the request has been successfully submitted, the user will see the approval box at the bottom of the module. The approval box will show that the user has initiated the request and that it is ready for action by the next approver.

Step 3. Appoint Request (Appoint an individual to the position)

After the Search Request has been approved by all, a student can be appointed to the position. The user clicks on the position's "View" link under the Appoint/Fill column on the Position Inventory. The user uses the drop down boxes to make selections and enter text on the right side of the module as needed. The user will also enter the PSU ID# of the appointee. The user submits the request when the required fields have been completed. The system will display the module again after it is submitted. If there are Errors in the request, the user will see the Errors listed at the top of the request. The Errors must be corrected and the request resubmitted. **The user should also review any Alerts displayed at the top of the module.** When the request has been successfully submitted, the user will see the approval box at the bottom of the module. The approval box will show that the user has initiated the request and that it is ready for action by the next approver.

The Appoint Request will not move through the approval process, and the employee cannot start work, until the following have been completed:

- Criminal Background Check (if employee will work more than 6 months)
- Spoken English Assessment Form (teaching positions only)

Criminal Background Check

A Criminal Background Check is required before an applicant can start work when they will work for PSU for 6 months or more. Note that the 6 months is determined by the current appointment and includes work from previous appointments as well.

If the current appointment is less than 6 months, the department can start the Appoint Request when the individual has been selected for the position. When the Appoint Request is submitted, the system checks the individual's prior work history at PSU and determines if he/she needs a Criminal Background Check because he/she will work more than 6 months when adding the work time from the current appointment to the work time from previous appointments. If the individual needs the Criminal Background Check, the Appoint Request module will display an Alert when it is submitted. The hiring department notifies the individual to complete a Consent and Disclosure Form and submit the form to EEO before the Appoint Request can move through the approval process.

If the current appointment is 6 months or more, the individual selected for the position complete the Consent and Disclosure Form and forwards the form to EEO. EEO will initiate the Criminal Background Check and will notify the hiring department when the applicant can be appointed in the electronic appointment process.

It is recommended that the hiring department obtain the Consent and Disclosure Form from each candidate it interviews on campus. When an individual has been selected, the hiring department sends ALL of the Consent and Disclosure Forms to EEO, and EEO will complete the Criminal Background Check on the selected applicant. The hiring department must send ALL Consent and Disclosure Forms to EEO and not keep any of these forms in the department because of the confidential information required on the form.

Spoken English Assessment Form

If the position is teaching, the module will display an Alert regarding the Spoken English Assessment form for the appointee. If a Spoken English Assessment is needed, the user will need to set up the Spoken English Assessment form by accessing the Spoken English Assessment link on the left side of the GUS menu bar. The user enters the PSU ID# of the appropriate student and faculty member who will need to electronically sign the Spoken English Assessment form. The student, faculty member, Chair and Dean will receive an email directing them to the electronic form on GUS for their approval.