

Electronic Appointment Process  
**Graduate Assistant New Position Request Process FAQ's**  
(Updated 12/5/2008)

**Tracking Number**

The Tracking Number is assigned by the system. It starts with the department code, then adds a 6-digit number. It ends in an "R" on a New Position Request, an "S" on a Search Request or an "A" on an Appoint Request. To see all of the electronic appointment request for a specific position number, from the Position Inventory, click on the Position Number link, then click on the Tracking Number link for each request.

**Department**

The Department indicates where the position is assigned or works. It determines on which department's position inventory the position is listed and which department can initiate a Search Request and Appoint Request. A split-funded position can be assigned to only one Department. When a Search Request or Appoint Request is started, the Department can be changed by the initiator based on the organizational hierarchy of the user's initiating department. The Department cannot be changed by approvers after the initial New Position Request, Search Request or Appoint Request is submitted.

**Official Title Description**

The Official Title Description is the class title description and title code as approved by the State of Kansas. The user selects the Official Title Description based on the type of Graduate Assistant position. The Official Title Description cannot be changed in the Search Request or Appoint Request. If the department needs a type of Graduate Assistant position that is not available on the position inventory, they should initiate a New Position Request for the appropriate type of Graduate Assistant.

**Working Title**

The Working Title Description is optional for a Graduate Assistant New Position Request, Search Request or Appoint Request. The user enters a Working Title Description, and it can be changed through the approval process. The Working Title Description provides more details than the Official Title Description (e.g. it indicates the assignment within the department). A Working Title Description may also appear on the department's Position Inventory and in the on-line PSU Directory for the employee appointed to the position.

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**Percent Time**

The Percent Time should match the number of hours the Graduate Assistant position will work each week. Use the following as a guide to determine the appropriate percentage:

Percent Time	Hours Worked each Week
100%	20
75%	15
50%	10
25%	5

The Percent Time cannot be changed in the Search Request or Appoint Request. If the department needs a Percent time for a Graduate Assistant position that is not available on the position inventory, the user starts a New Position Request for the appropriate Percent Time.

**Estimated Date Employee in the New Position Would Start**

The Estimated Date Employee in the New Position Would Start is the anticipated first date the employee appointed to the position would start. The system uses this date to determine the appropriate fiscal year fringe rates to use in calculating the Cost of Position.

**Salary for the Position**

The Salary for the Position in the Graduate Assistant New Position Request and Graduate Assistant Search Request is the total salary that will be paid to the employee considering the Position Length or Appointment Length, the Percent Time, and the approved GA salaries for the academic year.

The Salary for the Position in the Graduate Assistant Appoint Request is the total salary that will be paid to the appointee considering the Percent Time, the approved GA salaries for the academic year, and the Appointment Start Date and Appointment End Date. For example, if the appointee will start after the beginning of the semester or academic year, the salary should be adjusted from the full amount that a GA/GRA/GTA would have received had they worked the entire semester or academic year. Contact the Graduate Office for assistance in pro-rating the salary.

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## Funding

The Funding (fund and unit) determine where the salary for the position will be paid. A position can have multiple sources of funding. To enter more than one funding source, the user enters the first line of funding, then hits "tab." A second line of boxes will appear, and the user will enter that funding information. The total of all sources of funding must match the Salary for the Position.

If the unit number for the funding is not known, (e.g. the position will be paid from a new grant and the unit has not yet been established by the Business Office), a New Position Request can be submitted through the approval process without funding. Include details in the Comment box (e.g. position will be paid from new grant) when submitting a New Position Request without funding.

The Funding must be determined before the Search Request and Appoint Request can be initiated.

## Tuition

Tuition for a Graduate Teaching Assistant funded by Restricted Fee or Restricted Use/Grant funds (241, 341 or 351) is paid by the Restricted Fee fund, Restricted Use/Grant fund or Academic Affairs, as selected by the user.

Tuition for a Graduate Research Assistant funded by Restricted Fee or Restricted Use/Grant funds (241, 341 or 351) may be paid by the Restricted Fee fund, Restricted Use/Grant fund or Academic Affairs as selected by the user.

See also Cost of Position.

## Student Health

The employer is required to pay some of the premium for health insurance for a 100% (full-time) Graduate Teaching or Research Assistant, and that cost is included in the Cost of Position. The employer does not pay any of the premium for health insurance for a Graduate Teaching or Research Assistant that is less than 100% time. Some Restricted Fee or Restricted Use/Grant funds may have additional money to pay for the health insurance premium owed by the student. Select this option if there is money in the Restricted Fee or Restricted Use/Grant fund to pay for the student's premium for health insurance. If selected, the cost will be added for health insurance to the Cost of Position.

## Describe the Specific Need for the Position – No FAQ

## Comments

Use the Comments box to note special things about the action. Each approver can add a comment, and all comments are displayed in the request module.

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### Cost of Position

The system will calculate an estimate of the cost of a new Graduate Assistant position using the appropriate fiscal year fringe rate table based on the Estimated Date Employee in the New Position Would Start for the New Position Request. The system will calculate an estimate of the cost in the Search Request and Appoint Request based on the Appointment Length. The estimated cost may also include tuition and employer-paid health insurance as described below.

#### Tuition:

- A full-time (100%) Graduate Teaching, Research or Administrative Assistant is eligible for resident tuition. They are also not charged student fees.
- Tuition for a Graduate Teaching Assistant is paid by the university and is included in the Cost of Position. The amount of tuition paid depends on the Percent Time of the position. Tuition for a Graduate Teaching Assistant funded by General Use funds (104) will be paid by the department. Tuition for a Graduate Teaching Assistant funded by Restricted Fee or Restricted Use/Grant funds (241, 341 or 351) will be paid by the Restricted Fee fund, Restricted Use/Grant fund or Academic Affairs as selected by the user.
- Tuition for a Graduate Research Assistant funded by a Restricted Fee fund or Restricted Use/Grant fund (241, 341 or 351) may be paid by the Restricted Fee fund, Restricted Use/Grant fund or Academic Affairs as selected by the user.
- The Cost of Position is an estimate and calculates the cost for resident tuition only for a position that is less than full-time (100%). There will be additional costs for tuition if the department appoints an individual who is a non-resident for tuition purposes to a Graduate Teaching Assistant position that is less than 100%. There will also be additional costs for tuition if the Restricted Fee fund, Restricted Use/Grant fund or Academic Affairs will pay tuition for a Graduate Research Assistant who is a non-resident for tuition purposes.

#### Health Insurance

- The Cost of Position for a 100% Graduate Teaching or Research Assistant position will include employer-paid health insurance.
- The Cost of Position for a 100% Graduate Teaching or Research Assistant position funded from Restricted Fee fund or Restricted Use/Grant fund (e.g. 241, 341, 351) can include additional costs for health insurance (e.g. the grant can pay the cost of the student's premium) if allowed by the Restricted Fee fund or Restricted Use/Grant fund.

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**Attachments**

The user may need to attach documents to the request. To attach a document, click on the "View Attachments" link. Then click on the appropriate type of document to attach. Use the "Browse" button to select the document, then click on "Upload." The document is now part of the request, and will be displayed as a "downloaded" file. Approvers can open the document for review. If changes are made, the user should save the document with a different name, and then upload the new document to the request. The system will save each version and will date-stamp the action.