

### **University of Connecticut**

# Hiring an Employee: Graduate Assistant and

## Intern

Overview

The Department Processors are responsible for initiating a Smart HR hire for Graduate Assistants and Graduate Interns. Once the template is complete, the hire is submitted for approval and then finalized centrally at the Payroll Department.

Most information on the Smart HR Hire template will auto-populate due to the integration with Student Administration. Therefore, it is critical the information in Student Administration is accurate so the hire template is completed correctly.

There are two Smart HR hire templates for hiring graduate employees:

- UC\_TBH\_GA: Graduate Assistant Hire
- UC\_TBH\_GI: Graduate Intern Hire



#### **Process Steps**

Scenario: In this example, Thom Thompson is being hired as a Graduate Assistant to the Chemistry Department.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-C	THRMS > Workforce Administration > Smart HR Template > Smart HR Transactions
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_GA Click Create Transaction.	Smart HR Transactions         Select a template and press Create Transaction.         Transaction Template ?         Transaction Type [All v         Select Template UC_TBH_GA         Create Transaction
3	<ul> <li>On the Enter Transaction</li> <li>Details page, enter the</li> <li>following:</li> <li>NetID: It is strongly encouraged to enter the employee's Net ID over their Social Security Number (SSN) when hiring. The University is making an active effort to remove the SSN as a key identifier, where possible.</li> <li>Job Effective Date: This auto- populates to the current date. Update if necessary.</li> <li>Action: This will default to <i>Hire</i>.</li> <li>Reason Code: Select a reason for the hire action. In this example, select <i>Employ</i>.</li> <li>Click Continue.</li> </ul>	Smart HR Transactions         Enter Transaction Details         The following transaction details are required.         Template       UConn Hire Template - Graduate Assistant

Step	Action	Screenshot
4	Much of the information on the Personal Info tab will auto- populate due to the integration with Student Administration. Enter the remaining information. Note: Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.	Smart HR Transactions         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Citizenship Info       Funding Info         Primary Name - English         Name Prefix <ul> <li>*Last Name Thom</li> <li>Middle Name T.</li> <li>*Last Name Thompson</li> <li>Name Suffix</li> </ul> Birth Information <ul> <li>*Last Name Thompson</li> <li>Name Suffix</li> <li>©</li> </ul> Person Gender <ul> <li>*Gender Male</li> <li>*Address 101</li> <li>United States</li> <li>*Address 101</li> <li>United States</li> <li>*Address 101</li> <li>United States</li> <li>*Address 101</li> <li>United States</li> <li>*Address 101</li> <li>Comments</li> <li>Comments</li> <li>Comments</li> </ul>

Step	Action	Screenshot
5	Some of the information may auto-populate on the Job Info tab due to the integration with Student Administration. Ensure the remaining required fields are complete : • Department • Employee Classification Note: You will not be able to move to the next tab until all required information is entered on this tab. When all of the required information is entered, move to the Citizenship Info tab.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee of Configured Worker information.         Personal Info       Job Information         Work Location - Job Fields         *Department UOC01278       Location Code UOC000060         Job Information - Job Code         *Job Code #154GA         Job Information - Reporting Information         Supervisor ID 000129         Job Information - Standard Hours         FTE       1.000000         Job Information - Standard Hours         FTE       1.000000         Job Compensation - Pay Components         Compensation Rate       1107.430000         UConn Dates       Date Code UOC Appointment Date         Date Code UOC Appointment Date       Sepat Kest/Error Code GRAD SCHOOL APPROVAL V         Comments       Comments
6	The information on the <b>Citizenship Info</b> tab will auto- populate from the integration from Student Administration. Department Processors do not need to enter any additional information on this tab. Move to the <b>Funding Info</b> tab.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Citizenship Info       Funding Info         Personal Info       Job Info         Citizenship Info       Funding Info         Personal Info       Citizenship Info         Funding Info       Funding Info         Personal Info       Citizenship Info         Funding Info       Funding Info         Country USA       Type of Duration Months         Status Date       Visa/Permit Type Cit         Visa/Permit Status       Pending I9         Country USA       Expiration Date         Comments       Image: Comments         Comments       Image: Comments

Step	Action	Screenshot
7	Funding information will not auto-populate. Department Processors need to enter all required information. Click the <b>plus sign (+)</b> to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Comments         Comments         Comments
	is entered, move to the <b>Payroll</b> <b>Use</b> tab.	
8	The information on the <b>Payroll</b> Info tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Citizenship Info       Funding Info         Personal Info       Job Info         Comments       *Full/Part Time         Comments       Image: Comments
9	Once all information on the Hire template is complete, click <b>Save and Calculate.</b>	Return to Enter Transaction Details Page       Save for Later       Cancel       Save and Calculate
10	At the bottom of the template, an <b>Attachment</b> section will open. If applicable, search for and attach an attachment to include with the hire. Click the <b>plus sign (+)</b> to add additional attachments.	Attachment       Find   View All   2   III       First (1) 1 of 1 (1) Last         *Description       Attached File       Attach       Open       Delete         1       Attach       Open       Delete       IIII

Step	Action	Screenshot
11	When all information on the template is complete, click <b>Submit</b> to route the Hire template to the Department Approver for approval.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit

### **Process Steps**

Scenario: In this example, William Williams is being hired as a Graduate Intern to the Biology Department.

Juch	Action	Screenshot
1	Navigation: Main Menu > Core-CT	HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_GI Click Create Transaction.	Smart HR Transactions         Select a template and press Create Transaction.         Transaction Template ?         Transaction Type All         Select Template UC_TBH_GI         UConn Hire Template - Graduate Intern Hire
3	<ul> <li>On the Enter Transaction</li> <li>Details page, enter the following:</li> <li>NetID: It is strongly encouraged to enter the employee's Net ID over their Social Security Number (SSN) when hiring. The University is making an active effort to remove the SSN as a key identifier, where possible.</li> <li>Job Effective Date: This autopopulates to the current date. Update if necessary.</li> <li>Action: This will default to <i>Hire.</i></li> <li>Reason Code: Select a reason for the hire action. In this example, select <i>Employ</i>.</li> </ul>	Smart HR Transactions         Enter Transaction Details         The following transaction details are required.         Template       UConn Hire Template - Graduate Intern Hire

Step	Action	Screenshot
Step 4	ActionMuch of the information on the Personal Info tab will auto- populate due to the integration with Student Administration.Enter the remaining 	Streenshot  Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information.  Personal Info Job Info Funding Info Citizenship Info Payroll Use Employee Information  Primary Name Prefix   *First Name William  Middle Name W  *Last Name Williams Name Suffix  Bitch Information  *Date of Birth 01/01/1990  B Person Rational ID United States National ID United States National ID United States Address 11 - United States Address Stipe Home  Address Line 1 111 Winding Way Address Line 2 City Anytown State CT  Postal Code 06228  Person Phone Number 01  *Phone Extension Telephone
		State CT Q Postal Code 06268     Person Phone Number 01     *Phone Type Business   Phone Extension     Comments     Comments

Step	Action	Screenshot
5	Some of the information may auto-populate on the Job Info tab due to the integration with Student Administration. Ensure the remaining fields are complete: • Department • Location • Supervisor ID • FTE • Plan • Compensation Rate • UOC Appointment End Date Note: You will not be able to move to the next tab until all required information is entered on this tab. When all of the required information is entered, move to the Funding Info tab.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker Information.         Personal Info       Job Info         Funding Info       Citizenship Info         Personal Info       Job Info         Work Location - Job Fields
6	Funding information will not auto-populate. Department Processors need to enter all required information. Click <b>the plus sign (+)</b> to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information is entered, move to the <b>Citizenship Info</b> tab.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Citizenship Info         Personal Info       Job Info         Funding Info       Citizenship Info         Personal Info       Job Info         Funding Info       Citizenship Info         Personalize   Find   View All [ 20 ]       First 1 of 1 1 Last         Account Number       Sub Account Number         15614760       0       100.000000 + -         Comments       20

Step	Action	Screenshot
7	The information on the <b>Citizenship Info</b> tab will auto- populate from the integration from Student Administration. Department Processors do not need to enter any additional information on this tab. Move to the <b>Payroll Use</b> Info tab.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Citizenship Info         Payroll Use       Employee Information         CitizenshiP DETAILS       Visa/Permit Type of Duration Months         Country USA       Visa/Permit Type CIT         Visa/Permit Status       Pending I9         Visa/Permit Status       Expiration Date         Contry USA       Comments         Comments       Image: Citizenship Country
8	The information on the <b>Payroll</b> <b>Use</b> tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. <b>Note</b> : Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Smart HR Transactions         Enter Transaction Information         Enter the following Employee or Contingent Worker information.         Personal Info       Job Info         Funding Info       Citizenship Info         Personal Info       Job Info         Funding Info       Citizenship Info         Personal Info       Job Info         Funding Info       Citizenship Info         Personal Info       Job Indicator         *Job Indicator       V         Job Information - Status       V         *Regular/Temporary Regular       *Full/Part Time Full-Time         Comments       Image: Comments         Image: Comments       Image: Comments
9	Once all information on the Hire template is complete, click <b>Save and Calculate</b> .	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
10	At the bottom of the template, an <b>Attachment</b> section will open. If applicable, search for and attach an attachment to include with the hire. Click the <b>plus sign (+)</b> to add additional attachments.	Attachment       Find   View All   2   E       First () 1 of 1 () Last         *Description       Attached File       Attach       Open       Delete         1       Attach       Open       Delete       I

Step	Action	Screenshot
11	When all information on the template is complete, click <b>Submit</b> to route the Hire template to the Department Approver for approval.	Return to Enter Transaction Details Page         Cancel         Save and Calculate         Submit