

**INSTRUCTIONS FOR PROCESSING A NEW SUMMER JOB FOR GRAD ASSISTANTS IN BANNER
(NOT ACADEMIC, SEE SEPARATE INSTRUCTIONS)**

Revised 4/13/2006

Units must use the appropriate grad summer pooled position for grad summer jobs (see #1 below). A HR Transaction Checklist must be processed to add summer jobs for those grads who have never held a summer job in your unit with the associated p-class. Reappointment of previous summer jobs (in the same p-class) should be processed using the Grad Reappointment EPAF. Specific instructions for the summer Grad Reappointment EPAF can also be found at www.pso.uiuc.edu under the HR Applications tab.

Unit completes, routes for approval and submits Human Resources Transaction Checklist to Academic Appointments Processing (AAP).

Reminder: Banner will pay actual workdays of the partial months and will pay the whole assigned salary in any full months.
The official Summer Session I pay dates are 5/16-6/15.
The official Summer Session II pay dates are 6/16-8/15.

NOTE re: Tuition Waiver: Questions regarding Tuition Waiver eligibility should be directed to the Graduate College.

Refer to the Graduate Assistantship Minimum Salaries on the Academic Human Resources website at <http://www.ahr.uiuc.edu/> for examples of appointment periods meeting minimum tuition waiver requirements per summer term.

1. **Please be sure to use the appropriate grad titled **pooled** summer position for grad summer jobs.** If unit does not currently have a pooled Summer position for the type of graduate assistant they are appointing, then the unit may take a current vacant position for that title and change the position type to Pooled and make the additional changes below. If there is no vacant position available in the unit to be modified, create a pooled position for the appropriate graduate p-class (contact HR at 265-6549 for a position #) using the information indicated below in 1.a-e:
 - a. P-class = use appropriate graduate p-class (Grad summer P-classes are (RA) CDSGA, (TA) CDSHA, (GA) CDSAA, (Pre-professional) CDSXA, or (Teaching required) CDSYA) **DO NOT USE SMMR**)
 - b. Overwrite position title with one of the working titles below: (there can be up to 5 different titles used for pooled grad positions in a unit)
 - i. SUMMER GRAD TEACHING ASST
 - ii. SUMMER GRAD ASST
 - iii. SUMMER GRAD RES ASST
 - iv. SUMMER PRE-PROFESSIONAL GRAD
 - v. SUMMER GRAD TEACH ASST REQ
 - c. E-class = **GA**
 - d. Bargaining Unit = GA (**only** if position is for a graduate assistant or a grad teaching assistant)
 - e. Position Type = **pooled**
 - f. Budget Profile = **X**

2. If the graduate assistant has never held a summer job in your unit with the associated p-class, unit will need to process a Human Resources Transaction Checklist <http://www.pso.uiuc.edu/>
3. Complete the **MEMO** area with the following type of information:
 - a. Indicate whether the grad received a Waiver in the Spring,
 - b. Indicate you want to Add a Summer Job
 - c. Provide actual service dates
 - d. Any additional supporting information or instructions as needed (be specific)

4. Enter the new job information in the **NEW JOB** section on the Transaction Checklist:

Job Information Needed for a SUMMER JOB DRIVEN BY SERVICE DATES

- a. Position/suffix = **grad summer pooled** position number with suffix 'SM'
- b. Begin Date = service begin date
- c. Job Type = Secondary
- d. Title = title of job for which service will be provided
- e. E-Class = GA
- f. FTE = FTE employee is providing service
- g. Assign Salary = monthly amount to be paid
- h. Factors and Pays = the number of months payment will be distributed (1, 2 or 3)
- i. Timesheet Org = Organization code paying for the job
- j. Job End Date = service end date
- k. C-FOAPAL = labor distribution information (if different from position labor distribution)

OR

Job Information Needed for a SUMMER JOB DRIVEN BY TOTAL AMOUNT TO BE PAID

- a. Position/suffix = **grad summer pooled** position number with suffix 'SM'
- b. Begin Date = pay begin date (i.e. 5/16, 6/16, or 7/16)
- c. Job Type – Secondary
- d. Title = title of job for which service will be provided
- e. E-Class = GA
- f. FTE = FTE employee is providing service
- g. Annual Salary = Total amount to be paid
- h. Factors and Pays = the number of months payment will be distributed (1, 2 or 3)
- i. Timesheet Org = Organization code paying for the job
- j. Job End Date = pay end date (i.e. 6/15, 7/15 or 8/15)
- k. C-FOAPAL = labor distribution information (if different from position labor distribution)

5. If home unit, route documents for approvals and subsequent submission to AAP for review and entry into Banner. If not home unit, route documents for your unit approval(s) and then forward to home unit for approval and subsequent submission to AAP for review and entry into Banner.