



Graduate Student New Hire Checklist

Determine the type of Graduate Student assignment by reviewing the options [here](#).

If a new RA/GA/TA complete a [Hiring Pause Exception Form](#).

Review SAP transaction PPOSE to locate an appropriate position number. If a position number is not found, please submit a [Position Number Request form](#).

Pro tip – The PPOSE Video Tutorial is available [here](#).

Post job in IES. Instructions are available [here](#).

After selecting a candidate, the DGS will send an offer letter (contingent on passing pre-employment screen).

Once offer is accepted initiate pre-employment screen.

Inform student of hire date, and schedule [I9 appointment](#). Provide the student with instructions for the appointment including documents that are needed.

Prep for Personnel Action:

- Confirm that all approvals been received.
- Verify the position number, employee name, date of birth, social security number, and salary.
- Review the position attributes for correct supervisor, personnel subarea, and employee group.
- Review Personnel Assignment Details icon in PA40 to determine the appropriate personnel action.

Process personnel action. Remember to use the **begin date of a bi-weekly payroll period**. Ensure on screen 8 the PS type is 04 Salaried Exempt MCBW and the WkHrs/Period is Bi-weekly:

The screenshot shows a SAP personnel assignment details screen. The Subtype is 0 Basic contract. The Salary field is highlighted. The PS type is 04 Salaried Exempt MCBW. The PS Area is 01 Main Campus. The Cap.util.M is 50.00. The WkHrs/period is 40.00 Bi-weekly. Red arrows point to the Subtype, PS type, and WkHrs/period fields.

Subtype	0	Basic contract		
Salary				
PS type	04	Salaried Exempt MCBW	Cap.util.M	50.00
PS Area	01	Main Campus	WkHrs/period	40.00 Bi-weekly

Email ZPAR/Submit Workflow and I-9 to CAFE Business Center. Include a Local City Tax Form- Royster Memo found [here](#).

Provide student with instructions for completing the W4 and direct deposit via myUK. Instructions are available [here](#).

Complete GSAS appointment form prior to semester deadline. Find instructions [here](#).