

Graduate School Academic Staff Notice of Appointment (GSAS) Form – Update 6/17/2020

GSAS Functions

- Notifies the Graduate School a scholarship has been offered, approved and accepted.
- Provides a formal contract between the student and the University of Kentucky.
- Interfaces with the TA Credentials database to ensure SACS accreditation standards are met.

Do not enter GSAS forms for the following:

- Students on the new full LTJ Fellowship or any other fellowship. The only exception is any remaining LTJ matching awards, where the student has a half assignment in SAP to match a half LTJ Fellowship.
- Students on Training Grants.
- Students supported by extramural organizations such as Fulbright, LASPAU, China Scholarship Council, Higher Committee of Educational Development (Iraq), etc.
- Overload assignments for students who already have active GSAS forms for a full-time assignments
- You do not need to submit a new GSAS form to change an account number. They can be updated during the Universal Tuition process that takes place in September for fall and January for spring.
- You do not need to submit a new GSAS form to change a TA type. You will be able to correct this in the TA Credentials Database.

GSAS Dates

2020-2021 GSAS Submission Windows:

Fall

GSAS Open 07/13 thru 8/21

Exception to Business Procedures needed for GSAS forms not submitted by 8/21

Deadline for students to accept GSAS form: 8/26

767 Out of State dissertation tuition credit is applied 09/14 thru 09/18

Universal Tuition Edit Open - 08/31 thru 09/11

Spring

GSAS Open 11/16 thru 01/15

Exception to Business Procedures needed for GSAS forms not submitted by 01/15

Deadline for students to accept GSAS form: 1/20

767 Out of State dissertation tuition credit is applied 02/22 thru 02/26

Universal Tuition Edit Open - 01/25 thru 02/05

Key Features

The GSAS operates on a workflow structure, allowing parties involved to review and give feedback.

1. Ability to log-in using your myUK username and password
2. **The Hiring Department completes the GSAS form.**
3. The GSAS requires two pieces of information:
Position / PERNR number
Universal Tuition (UT) account number - (only required for RA's and GA's)

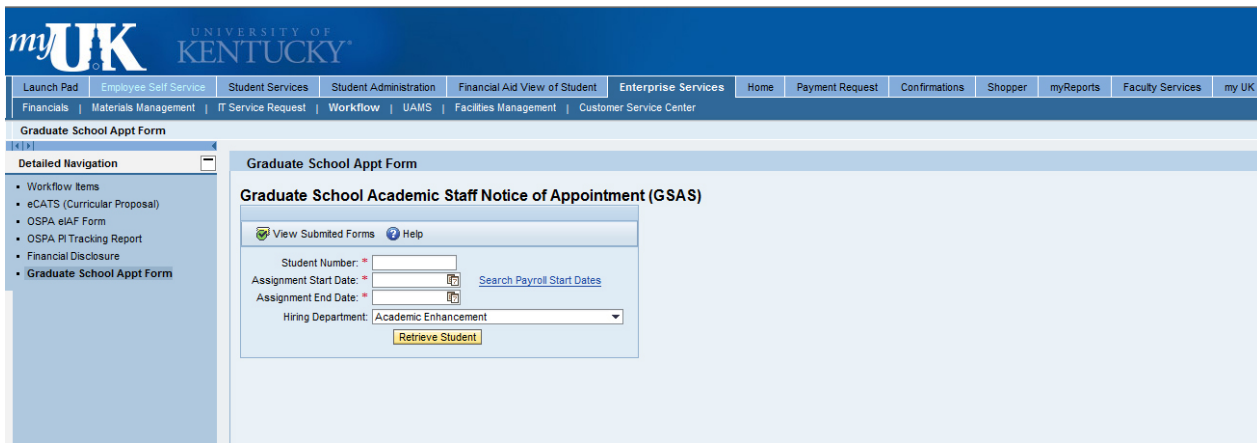
Finding the form:

Log-in to myUK.

The screenshot shows the myUK University of Kentucky homepage. The top navigation bar includes tabs for Launch Pad, Employee Self Service, Student Services, Student Administration, Financial Aid View of Student, Enterprise Services, Home, Payment Request, Confirmations, Shopper, myReports, and Faculty Services. The Enterprise Services tab is highlighted with a red arrow. A red box with the text "Once logged into MyUK, click on the Enterprise Services Tab" points to this tab. Below the navigation bar, there is a "LaunchPad" section with the text "From here you can select a system to launch." and several system icons: IRIS, Training Sandbox, BW Web Reporting, BW BEx Reporting, and BW Developer.

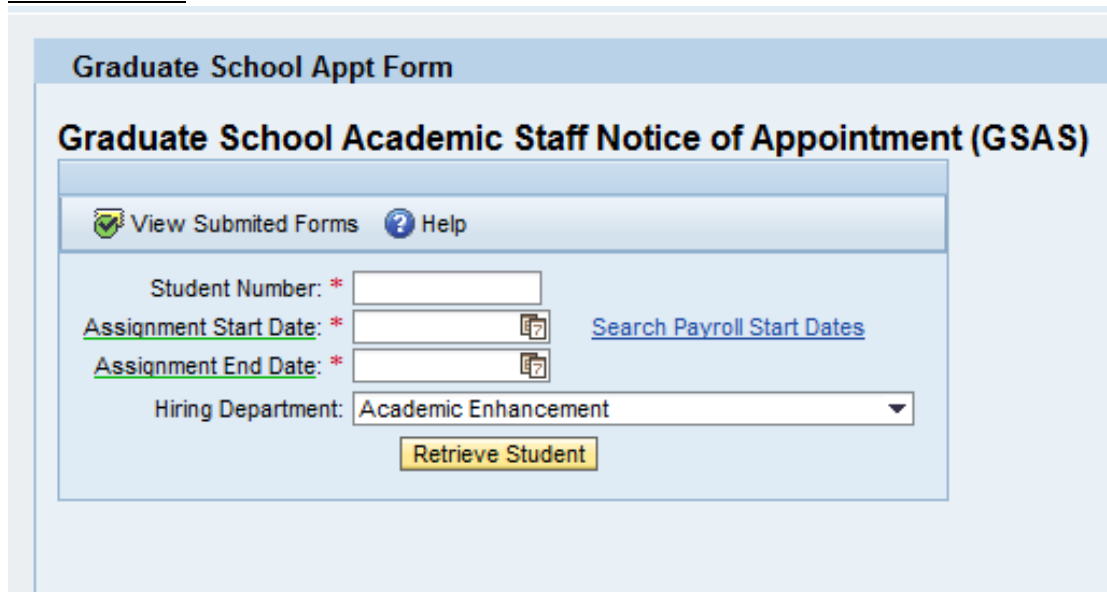
The screenshot shows the ProCard page in myUK. The top navigation bar is the same as in the previous screenshot. Below it, there is a "Procurement Card" section. The "Workflow" link in the top navigation bar is highlighted with a red arrow. A red box with the text "Click on Workflow." points to this link. The main content area includes a "ProCard" section with fields for Fiscal Year (2014), Transaction ID, P-Number (P+Last 7), Document Date, Parked/Posted Date, Entered By, and Sort Order. To the right, there is a "Procurement Card Search Criteria" section with search filters and navigation buttons.

The screenshot shows the Workflow Items page in myUK. The top navigation bar is the same as in the previous screenshots. Below it, there is a "Workflow Items" section. The "Graduate School Appt Form" link in the left-hand navigation menu is highlighted with a red arrow. A red box with the text "Click on Graduate School Appt Form." points to this link. The main content area shows a table with columns for Subject, From, Sent Date, Priority, and Due Date. The table is currently empty.



Now, let's walk through the process in more detail:

START SCREEN



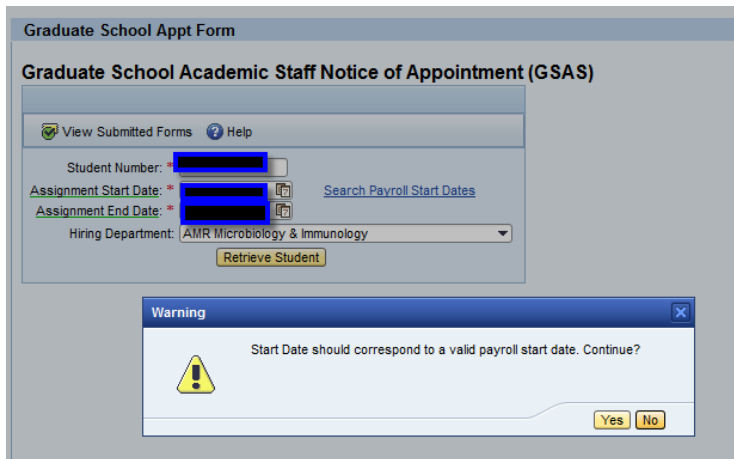
Student number

- The student number must be typed in. Currently, there is not a look-up feature. (Leave off the preceding "9" as this will cause the form to go into error mode.)

Assignment start and end dates

[Note: Beginning with Fall 2016 GSAS forms, contracts should only be entered on a term by term basis.]

- Like many UK systems, there is a calendar look-up for the date fields, or you can just type in the date using the XX/XX/XXXX format. You can also search for payroll dates so that you can select the start date corresponding with the payroll date closest to when your student will be starting work.
- If you do not do the payroll start date search, and your start date does not align with a payroll start date, the system will issue the warning message below when you attempt to continue. This is just a notification. If you need your start date to be a specific date other than a payroll start date, just click "Yes" and move on; otherwise, you can click "No" and revise your start date.



Please note the GSAS system does not directly connect to the payroll system so the please use the exact assignment dates in the SAP payroll system and modified dates for the GSAS system. Suggested GSAS assignment start/end dates for students whose assignment covers the entire academic year are listed below:

Fall

Start Date: Official start date of the SAP payroll assignment no earlier than August 2nd
End Date: Official end date of the SAP payroll assignment no later than December 19th

Spring

Start Date: Official start date of the SAP payroll assignment no earlier than January 3rd
End Date: Official end date of the SAP payroll assignment no later than May 22nd

Summer

Start Date: Official start date of the SAP payroll assignment no earlier than May 9th
End Date: Official end date of the SAP payroll assignment no later than August 14th

Hiring department

- Choose the applicable hiring department from the drop-down menu. Typing the first letter of the hiring department name will take you closer to that point in the list. Your list of hiring departments corresponds to the org units for which you have been granted access to hire.

After you have entered the four categories, click on “Retrieve Student.” That will take you to the Position Screen below.

POSITION SCREEN

Graduate School Appt Form

Graduate School Academic Staff Notice of Appointment (GSAS)

1 Position 2 Conditions of Appointment 3 Assignment of Duties 4 Year & Term 5 Review/Submit

Student Number: [REDACTED]

Date Of Birth: [REDACTED]

Hiring Department: AMR Microbiology & Immunology

Assignment Start Date: 07/01/2016

Assignment End Date: 12/31/2016

Program: MFA-GS->Master of Fi...

Position

Type

Add Position Delete Position

Type	Position #	HT/FT	UT Account	Term Stipend
Teaching Assistant	15609810	Full-time - provides full tuition		7,500.00

Back Continue Help

Cancel

On the left-hand column, you can verify that you have the correct student by cross-referencing the name, student number, and date of birth. You also see the hiring department, assignment dates, and the student's degree program.

Type

Payroll assignment types must match GSAS assignment types in order to be eligible for the Graduate School tuition award and the Student Health Plan.

- Teaching Assistant – must correlate with a TA position in payroll
- Research Assistant – must correlate with a RA position in payroll
- Graduate Assistant – must correlate with a GA position in payroll
- LTJ Fellowship – must correlate with a LTJ position in payroll as well as have a matching assignment
 - For the matching LTJ portion, enter position number 999999999.

Beginning Fall 2017, you will see (3) new assignment types to assist with the block funding initiative.

Allocated Tuition Scholarships (ATS) – Some of the funding mechanisms that have been aggregated into Block Funding program carried tuition scholarships so each college will receive an aggregate number of unit tuition scholarships they can utilize for each academic year. Please consult with your DGS and/or college Budget Officer before selecting these types to verify the number of ATS available for your department.

- ATS Research Assistant – must correlate with a Research Assistant assignment in payroll
- ATS Graduate Assistant – must correlate with a Graduate Assistantship assignment in payroll
- ATS Fellowship – must correlate with a Fellowship assignment in payroll

Position / PERNR Number

- Coordinate with the person who sets up your payroll assignments to get this number.

HT/FT

- Half time (HT) – Student works 10 hours per week and receives a ½ tuition scholarship (unless paired with another ½ assignment)
- Full time (FT) – Student works 20 hours per week and receives a full tuition scholarship
- If you have a student whose assignment will be split within the term (ex. 1/2 RA, 1/2 TA), you can click the “Add Position” button and it will give you the option to enter the second part of the assignment.
- Please note these fields must match the FTE in the payroll assignment in order to be eligible for the Graduate School tuition scholarship and Student Health Plan.

UT Account

- The UT account is the cost center or WBS element that you wish to charge the student’s in-state portion of the tuition to and is only required for GAs and RAs. Please coordinate with your DGS or Budget Officer to get this information.
- **A dummy number is no longer acceptable.** If you are unsure of your account number or there will be more than one account used, just enter your departmental account. You will have the opportunity to edit or add account numbers during the Universal Tuition process that occurs in September for fall and January for spring.
- Please continue to use dummy number “1234567890” for Deans Scholarships.

Term Stipend

- Enter the **stipend** amount for the term contracted (i.e. stipend amount for fall term).

Once you have entered all the necessary information, click “Continue.”

CONDITIONS OF APPOINTMENT SCREEN

The screenshot shows the 'Graduate School Appt Form' interface. At the top, a progress bar indicates five steps: 1. Position, 2. Conditions of Appointment (highlighted in yellow), 3. Assignment of Duties, 4. Year & Term, and 5. Review/Submit. Below the progress bar, a redacted area is visible. On the left side, there are input fields for 'Student Number', 'Date Of Birth', 'Hiring Department' (AMR Microbiology & Immui), 'Assignment Start Date' (08/15/2016), and 'Assignment End Date' (12/31/2016). Below these is a 'Program' dropdown menu showing 'MFA-GS->Master of Fi...'. The main content area is titled 'Conditions of Appointment' and contains a sub-section for 'Teaching Assistant'. It lists several conditions with checkboxes: 'Satisfactory performance of job functions' (unchecked), 'Maintain 3.0 GPA' (checked), 'Make progress on academic plan' (unchecked), 'Continue in current degree program' (unchecked), 'Must work 10 or 20 hours based on full or part time assistantship' (unchecked), 'Complete all required Graduate School and departmental orientation and in-service activities' (checked), and 'Other' (unchecked). At the bottom of the form, there are buttons for 'Back', 'Continue', 'Help', and 'Cancel'.

This is the Conditions of Appointment screen. The system displays conditions of appointment options by position type category based on what you chose on the previous screen. I chose TA and RA on the previous screen, so I am seeing conditions of appointment options for those two types. You can click on any of the pre-populated conditions that are applicable and/or you can click "Other" and a fill-in box will appear where more specific conditions can be entered.

NOTE: For all assignments, "Maintain 3.0 GPA" should be checked. Also, for TAs, condition "Complete all required Graduate School and departmental orientation and in-service activities" should always be checked. In a future phase of the new GSAS, we will attempt to have these boxes pre-populate as checked but for now, please check them manually.

Once you have completed entering everything necessary to the conditions of appointment, click "Continue."

ASSIGNMENT OF DUTIES SCREEN

Graduate School Appt Form

Graduate School Academic Staff Notice of Appointment (GSAS)

← 1 Position 2 Conditions of Appointment 3 Assignment of Duties 4 Year & Term 5 Review/Submit →

Student Number: [REDACTED]

Date Of Birth: [REDACTED]

Hiring Department: AMR Microbiology & Immunology

Assignment Start Date: 08/15/2016

Assignment End Date: 12/31/2016

Program: MFA-GS->Master of Fi...

Assignment of Duties

Teaching Assistant

My department intends to employ the student (if more than one type, choose the highest)

- as the autonomous primary instructor of an undergraduate course (18 graduate credits completed or master's in the teaching area or directly related area required). (Type 1)
- as a mentored instructor of a section of an undergraduate course coordinated by a faculty member (graduate enrollment in the teaching area or directly related area and approval of the Graduate School required). (Type 2)
- as one of the following? Discussion/recitation section leader, course lab leader, or instructional assistant to primary instructor within a large classroom (graduate enrollment in the teaching area or related area required). (Type 3)
- in a course-based role with instruction-related responsibilities outside the classroom, such as objective grading or lab preparation (graduate enrollment in the teaching area or related area required). (Type 4)

Additional Information:

[REDACTED]

Back Continue Help Cancel

This is the Assignment of Duties screen. The system displays assignment of duties options by position type category based on what you chose on the Position screen. I chose TA and RA on the Position screen, so I am seeing assignment of duties options for those two types. You can click on any of the pre-populated conditions that are applicable and/or you can click "Other" and a fill-in box will appear where more specific information can be entered.

NOTE: For TAs, you should select the Type that most closely aligns with what you predict the TA to be doing. Choosing Type 4 will require that more specific information about the duties be entered into the additional information box. Please be as specific as possible.

If you discover that the TA type you select in the GSAS is not the eventual TA type, do not reenter a GSAS simply to edit a TA type. This can be addressed in the TA Credentials Database and does not require a new GSAS form.

Click "Continue."

YEAR & TERM SCREEN

Term

- This screen pulls in all years and terms that fall within the dates of the assignment. As your date range should encompass only one term, the selections on this screen should be minimal. Select the term applicable to your student's assignment.
- Beginning with Fall 2016 forms, you must enter separate forms for Fall, Spring, and Summer terms. If more than one term is selected, you will receive a red error message and the form cannot be submitted.

Graduate School Appt Form

Multiple selections are not allowed. You must choose one Term to continue.

Graduate School Academic Staff Notice of Appointment (GSAS)

1 Position 2 Conditions of Appointment 3 Assignment of Duties **4 Year & Term** 5 Review/Submit

Student Number: [REDACTED]

Date Of Birth: [REDACTED]

Hiring Department: Graduate School

Assignment Start Date: [REDACTED]

	Academic Year	Academic Year (Description)	Academic Session	Academic Session (Description)	Start Date	End Date
<input type="checkbox"/>	2017	Acad Year 2016-2017	020	Winter Intercession	12/19/2016	01/10/2017
<input checked="" type="checkbox"/>	2017	Acad Year 2016-2017	030	Spring Semester	01/11/2017	05/05/2017
<input checked="" type="checkbox"/>	2017	Acad Year 2016-2017	051	Summer Session 1	05/09/2017	06/06/2017

- If a student already has an active GSAS form for the term selected, you will see a yellow warning sign. This warning sign will not prevent you from submitting the GSAS form since there are some cases where a student may have (2) half assignments that require (2) GSAS forms. This new feature will assist in preventing duplicate forms from being submitted.
 - **If a form needs to be cancelled, please contact Kevin Johnson (kevin.johnson@uky.edu).**
 - If a valid GSAS form has already been submitted and you are submitting an overload request, cancel your GSAS form and complete the Overload Request Form (<http://www.research.uky.edu/gs/forms.html>) and email to Dr. Kevin Sarge (kdsarge@uky.edu).

Graduate School Appt Form

GSAS# [REDACTED] exists for student# [REDACTED] for Academic Year 2017 and Term 030

Graduate School Academic Staff Notice of Appointment (GSAS)

1 Position 2 Conditions of Appointment 3 Assignment of Duties **4 Year & Term** 5 Review/Submit

Student Number: [REDACTED]

Date Of Birth: [REDACTED]

Hiring Department: Graduate School

Assignment Start Date: 01/01/2017

	Academic Year	Academic Year (Description)	Academic Session	Academic Session (Description)	Start Date	End Date
<input type="checkbox"/>	2017	Acad Year 2016-2017	020	Winter Intercession	12/19/2016	01/10/2017
<input checked="" type="checkbox"/>	2017	Acad Year 2016-2017	030	Spring Semester	01/11/2017	05/05/2017
<input type="checkbox"/>	2017	Acad Year 2016-2017	051	Summer Session 1	05/09/2017	06/06/2017

- Do NOT submit a GSAS form for winter term unless a student is specifically teaching a winter intercession course.

Click "Continue."

REVIEW/SUBMIT SCREEN

Graduate School Appt Form

Graduate School Academic Staff Notice of Appointment (GSAS)

← 1 Position 2 Conditions of Appointment 3 Assignment of Duties 4 Year & Term 5 Review/Submit →

Student Number: [REDACTED]

Date Of Birth: [REDACTED]

Hiring Department: AMR Microbiology & Immunology

Assignment Start Date: 08/15/2016

Assignment End Date: 12/31/2016

Program: MFA-GS->Master of Financial...

Review

Assignment

Type	Academic Year	Academic Session	Session Description	Position	Hours	TA Type	Account	Annual
TA	2017	010	Fall Semester	15609810	F	1		

Condition of Appointment

Type	Assigned Duties
TA	Maintain 3.0 GPA
TA	Complete all required Graduate School and departmental orientation and in-service activities

Assignment of Duties

Type	Assigned Duties
TA	as the autonomous primary instructor of an undergraduate course (18 graduate credits completed or master's in the teaching area or

TA Additional Information

Submit

Submit to Workflow

The review/submit screen allows you to look over what you have entered and make sure it is complete and accurate before you submit it to the workflow. **Changes require a new form be submitted, so please review this screen carefully before clicking "Submit to Workflow."** Should you discover you need to make changes to a submitted form, please contact Kevin Johnson (kevin.johnson@uky.edu) before doing so. The previous form should be cancelled before a new form is submitted.

Workflow Process

- After you click "Submit to Workflow," the workflow will direct your GSAS form to the student's Academic Department for review and approval *if different from the Hiring Department*.
- Once approved by the Academic Department, the form will route directly to the student to approve/reject/request changes via an e-mail link.
- Please note the GSAS system pulls the student's UK email address from SAP. If a student does not have a valid UK email address, the GSAS form will receive an error. Please have the student contact UKAT at 859-HELP(4357) to resolve the issue.
- Once accepted by the student, the Graduate School receives notice of approval and can then apply the student's tuition award.

Send questions to kevin.johnson@uky.edu.