



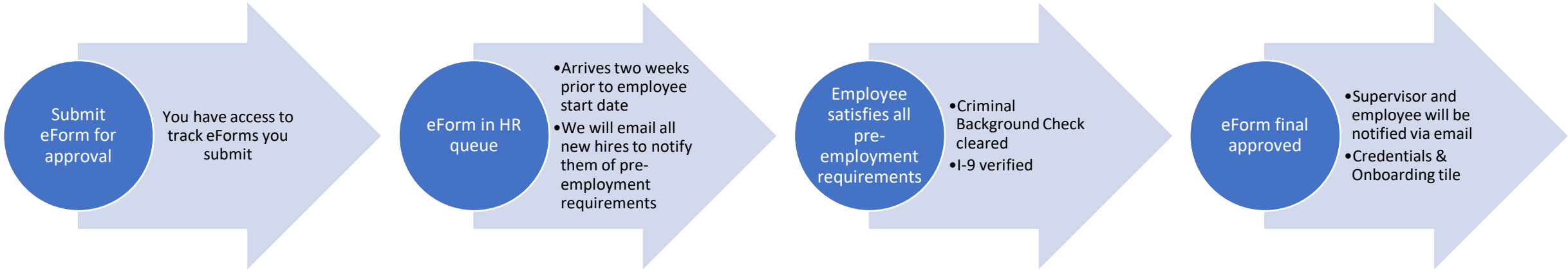
**UTTyler**<sup>™</sup>  
THE UNIVERSITY OF TEXAS AT TYLER

# Student Employment

Presented by Human Resources



# Appointment workflow



# Appointment eForms

used to hire and rehire new employees or existing employees.

- In HR queue at least two weeks prior to the hire date
- HR begins processing eforms once they are in our queue – not before
- Expected End Date is not required
  - Students are not required to terminate at the end of each semester if they will stay employed with the department until they graduate
- An employee cannot be rehired on the same day or the day after they were terminated
  - If they have a termination row on the date that you want to hire them for, please contact [eforms@uttyler.edu](mailto:eforms@uttyler.edu)

# Student Positions

- Must be currently enrolled at least half time to hold student title
- Student employees CANNOT begin working until **they have been approved by HR.**
- Reports To is responsible to approve timesheets

| Job Code | Title  | General Description of Duties  |
|----------|--|--|
| 10065    | Undergrad Assistant                                | Perform general office duties including but not limited to answering telephones, typing, filing, and photocopying. Provide clerical support to University employees which may include conducting background research, maintaining records, and/or assisting with special projects related to the department.   |
| 10066    | Undergrad Research Assistant                       | Work under the direction of faculty for the collection, evaluation, and reporting of research data. Use various equipment, materials, and methods to accurately perform research. Position may require travel.   |
| 10067    | Graduate Assistant                                 | Responsible for assisting faculty and other University personnel with complex clerical and/or administrative assignments. Duties may include grading.  |
| 10076    | Workstudy Student                                  | Perform general office duties including but not limited to answering telephones, typing, filing, and photocopying. Provide clerical support to University employees which may include conducting background research, maintaining records, and/or assisting with special projects related to the department.   |
| 10064    | Graduate Research Assistant                        | Responsible for assisting faculty with a research project/agenda. The research project/agenda must be faculty-supervised. The duties may involve data collection/processing, writing, editing, library research, and/or science lab work.  |
| 10069    | Graduate Teaching Assistant                        | Responsible for assisting 1 or more faculty members with teaching and other activities related to the course. The action form must indicate that the graduate assistant is not instructor of record (IOR).   |
| 10070    | Doctoral Research Assistant                        | Responsible for assisting faculty with a research project/agenda. The research project/agenda must be faculty-supervised. The duties may involve data collection/processing, writing, editing, library research,   |
| 10071    | Doctoral Teaching Assistant Instructor Of Record   | May be assigned to one or both of the following: (a) primary classroom teaching (instructor of record or IOR) of at least 1 formally organized course involving serving as instructor of record, assigning final grades, holding office hours, and/or participating in systematic in-service training; (b) assisting 1 or more faculty members with teaching and other activities related to the course. |
| 10072    | Doctoral Teaching Assistant                        | Responsible for assisting 1 or more faculty members with teaching and other activities related to the course. The graduate assistant is not instructor of record (IOR).  |
| 10073    | Graduate Teaching Assistant - Instructor Of Record | May be assigned to one or both of the following: (a) primary classroom teaching (instructor of record or IOR) of at least 1 formally organized course involving serving as instructor of record, assigning final grades, holding office hours, and/or participating in systematic in-service training; (b) assisting 1 or more faculty members with teaching and other activities related to the course. |

# Graduate Positions

Graduate Assistantship qualifications are set by the Graduate School

- All graduate positions are paid on the monthly payroll and are exempt from overtime (*exception: Graduate Assistant*)
- 10067 – Graduate Assistant
  - Semi-monthly payroll

## Job Code & Title

- 10064 - Graduate Research Assistant
- 10069 - Graduate Teaching Assistant
- 10070 - Doctoral Research Associate
- 10071 - Doctoral Teaching Associate – Instructor of Record
- 10072 - Doctoral Teaching Assistant
- 10073 - Graduate Teaching Assistant – Instructor of Record
- 10067 - Graduate Assistant \*

For more information: <https://www.uttyler.edu/graduate/fin/assistantships/>

# Work-study Employees

Work-study qualifications are set by the Financial Aid Department

- Semi- monthly payroll (hourly)
- Enrolled at least six credit hours
- Workstudy award and agreement on file each semester with the Office of Financial Aid

## Job Code & Title

- 10076 – Workstudy

## For more information:

<https://www.uttyler.edu/financialaid/work-study-programs/>

# Termination eforms

## (End Appointments)

- Termination eforms are used to terminate an active employee's position
- Termination eforms need to be fully approved prior to the employees last day
- \*\*Resignation letters are required for all voluntary terminations
  - Please contact [humanresources@uttyler.edu](mailto:humanresources@uttyler.edu) for escalated issues/ concerns prior to termination





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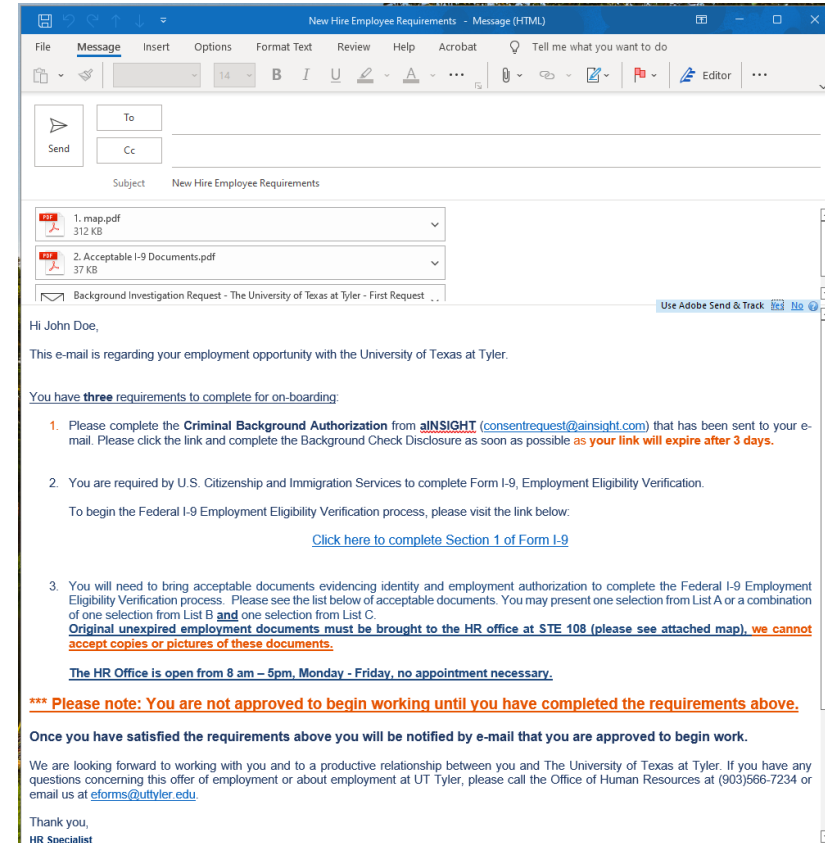
# The HR process behind the "workflow"

# What is sent to the candidate?

Email with Pre-employment requirements

Attached to the email:

- Campus map
- List of acceptable I-9 documentation
- CBC email with link



# Criminal Background Checks

Why are we required to run a CBC for every break in employment?

- [UTS 124](#)
- CBC must be conducted for anyone who is under consideration for employment whether for full-time or part-time.
- UT Institutions may rely on a CBC conducted within the past 12 months
  - If there has not been a break in service of more than 6 months AND the CBC is appropriate for position sought.

How long does a CBC take to be completed?

- Approximately 2-5 business days

# Employment Eligibility Verification (Form I-9)

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

- A result of the [Immigration Reform and Control Act of 1986](#) (IRCA), which is a Federal Statute

## Why is it important?

- I-9s are a huge liability and compliance is important. As of 1/2018, errors on Form I-9s, such as failure to check a box or enter a date, can now result in a monetary penalty between \$224 and \$2,236 per violation.
  - Example: 2,000 employees \* **90%** = 1,800 \* \$2236 = **over \$4M (liability)**
- In 2018, HR implemented electronic I-9 which resulted in HR centralizing the function which helps minimize errors

# I-9 Requirements

- Employee Responsibility
  - Section 1 must be completed on or before their date of hire
  - Employees must present unexpired **original** documentation that shows the employer their identity and employment authorization.
    - Employees choose which documentation to present, and a list of options are provided to them in the pre-employment email
- Employer Responsibility
  - Notify employee of the I-9 requirement
  - Section 2 must be completed within 3 business days of the date of hire

# Rehire employees

Background Check Memos are now being kept in every personnel file.

- Allows for tracking the last date a CBC was completed
- Does not contain CBC reports, only cleared / not cleared & date run
- All employees are required to report any charges or convictions, excluding misdemeanor offenses punishable only by fine.

## Form I-9

- Section 1 must be completed on or before date of rehire
- Original, unexpired documents on file can be used for completion of Section 2



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# Concerns and FAQ's

# Multiple Assignments

- Ask the student if they work for another department on campus
- Cannot exceed 19.5 hours total
  - Contact HR to verify hours
  - Exception: GTA/GRA Tuition Waiver
- Cannot be on both payrolls at once
  - Example: GTA & Grad Assistant



# Job Data

All admins have access to view Job Data. This will tell you if your employee is currently active, terminated, or had a prior assignment with your department. Eform results are posted in job data.

## Review eform results

### Work Location Tab

- Name & Empl ID
- Hire/Rehire
- HR Status
- Position Number & Title
- Expected Job end date

The screenshot displays the 'Work Location' tab for an employee named Jane Doe. The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The employee's name and ID (123456789) are shown at the top. The 'Work Location Details' section contains several fields: Effective Date (02/14/2024), Effective Sequence (0), HR Status (Active), Payroll Status (Active), and Action (Rehire). Below this, the Position Number (10036986) and Title (Undergrad Assistant) are displayed. The 'Position Entry Date' is 02/14/2024, and there is a checkbox for 'Position Management Record'. The 'Regulatory Region' is USA, and the 'Company' is University of Texas, Tyler. The 'Business Unit' is UTT15, and the 'Department' is College of Engineering. The 'Department Entry Date' is 02/14/2024, and the 'Location' is RBS, Ratliff Building South. The 'Establishment ID' is TYL, and the 'Date Created' is 02/14/2024. At the bottom, the 'Last Start Date' is 02/14/2024, and the 'Expected Job End Date' is 05/31/2024, with a checkbox for 'End Job Automatically' checked.

| Field                 | Value                                |
|-----------------------|--------------------------------------|
| Name & Empl ID        | Jane Doe Employee, Empl ID 123456789 |
| Effective Date        | 02/14/2024                           |
| Effective Sequence    | 0                                    |
| HR Status             | Active                               |
| Payroll Status        | Active                               |
| Action                | Rehire                               |
| Reason                | Rehire - Same Institution            |
| *Job Indicator        | Primary Job                          |
| Position Number       | 10036986                             |
| Title                 | Undergrad Assistant                  |
| Position Entry Date   | 02/14/2024                           |
| Regulatory Region     | USA                                  |
| Company               | University of Texas, Tyler           |
| Business Unit         | UTT15                                |
| Department            | College of Engineering               |
| Department Entry Date | 02/14/2024                           |
| Location              | RBS, Ratliff Building South          |
| Establishment ID      | TYL                                  |
| Date Created          | 02/14/2024                           |
| Last Start Date       | 02/14/2024                           |
| Expected Job End Date | 05/31/2024                           |
| End Job Automatically | Checked                              |

# Job Data

All admins have access to view Job Data. This will tell you if your employee is currently active, terminated, or had a prior assignment with your department. Eform results are posted in job data.

## Review eform results

### Job Information Tab

- Reports To
- Standard Hours

Work Location **Job Information** Job Labor Payroll Salary Plan Compensation

Jane Doe Employee Empl ID 123456789 Empl Record 0

#### Job Information Details

Effective Date 02/14/2024 [Go To Row](#)

Effective Sequence 0 Action Rehire  
HR Status Active Reason Rehire - Same Institution  
Payroll Status Active Job Indicator Primary Job [History](#)

Job Code 10065 Undergrad Assistant  
Entry Date 02/14/2024

Supervisor Level  
**Reports To 1122333 Administrative Asst I 5001236 John Smith**

Regular/Temporary Regular Full/Part Part-Time  
Empl Class Student Officer Code Not Applicable  
Regular Shift Not Applicable Shift Rate   
Classified Ind Classified Shift Factor

#### Standard Hours

**Standard Hours 19.50** Work Period W Weekly  
FTE 0.487500  
 Add to FTE Actual Count?  Encumbrance Override



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# Thank You!

The Office of Human Resources