

# Graduate Assistantship Hiring

## Fall 2024 updates

Presented by Office of Academic and Student Employment

June 2024



THE UNIVERSITY OF  
TOLEDO

Effective May 31, the graduate assistantship workflow in SLATE is no longer available.

- The new hiring process will provide step-by-step directions and guides for departments and students

# Overview

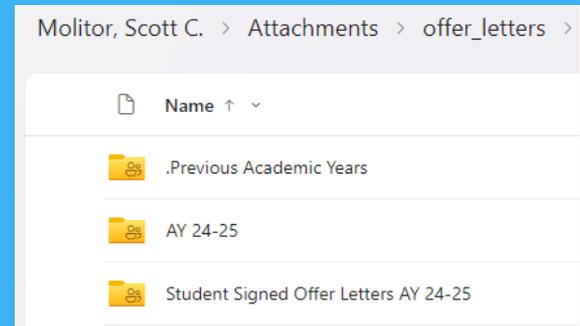
- [Navigating the GA website](#)
  - [Guidelines for Departments](#)
  - [Guidelines for Students](#)
- Offer Letter Workflow
- New Hire Paperwork
- Submitting ePAFs for New GA Hires
- Tuition Scholarships & Modifications
- Background checks – changes to processing

# Offer Letter Workflow

Offer letters should be placed in the college's offer letter folder on the share drive in order to go through the signing process.

All College folders have been standardized to look like this:

- 1st signer: The college/departments signing authority will sign the letter and place it in the college folder. Offer letters ready for Dr. Hammel's signature should be put in the College offer letter folder and should not be put in a specific subfolder.
  - Please send an email to [gradassist@utoledo.edu](mailto:gradassist@utoledo.edu) and cc: Dan Hammel indicating letters are awaiting signature.
- 2nd signer: Dr. Hammel, the Acting Vice Provost for Graduate Affairs will then sign the letter and return it to the AY 24-25 folder for the final signature.
- 3rd signer: The department will send the offer letter to the student for the final signature. Once signed colleges should add the offer letter to the Student signed offer letter folder



Offer letters should be saved as the student's full name and rocket number in the document title:

**Example:** *24-25\_GA Offer Letter\_John\_Smith\_R01234567*



# Submitting GA New Hire ePAFs

<https://bannerepaf.utoledo.edu/>

The screenshot shows the top navigation bar of the Banner ePAF system. The 'NEW REQUEST' link is circled in red. Below the navigation bar is a search form with a dropdown menu for 'Personnel Action Type \*' and a text input for 'Rocket Number \*'. A 'NEXT' button is located below the search form.

The 'Select Action:' dropdown menu is shown with the following options:

- GA-Additional/New Position
- GA-Labor Distribution Change
- GA-Rehire
- GA-Change Stipend and Date

GA-Additional/New Position – This is what should be used for New GA Hires unless the GA has worked at UT previously

GA-Rehire – This is what should be used for returning GAs OR if a New GA Hire has worked at UT previously



# What is our office looking for?

*Once an ePAF reaches our queue we will check the following for New Hires:*

1. **Offer letter** – Is there a fully signed offer letter in the GA Offer letter share drive?
2. **Offer letter** – Does the information provided in the offer letter match what was submitted in the ePAF?
3. **Current Enrollment** – Is the student currently enrolled in the number of credit hours noted in the offer letter
4. **Background check** – Was a domestic and/ or international Background check submitted for this student?
5. **New Hire Paperwork** – Has the student completed the required new hire documents?
6. **I-9** – Has the student fully completed their I-9?
7. **I-9** – Does the start date listed on the I-9 match the start date on the ePAF?
8. **I-9** – Was the I-9 completed no more than 3 days after the listed start date?
9. **Exemption code** – Was an exemption code entered for the ePAF? Or was there a note provided indicating that the tuition would be covered by a grant?

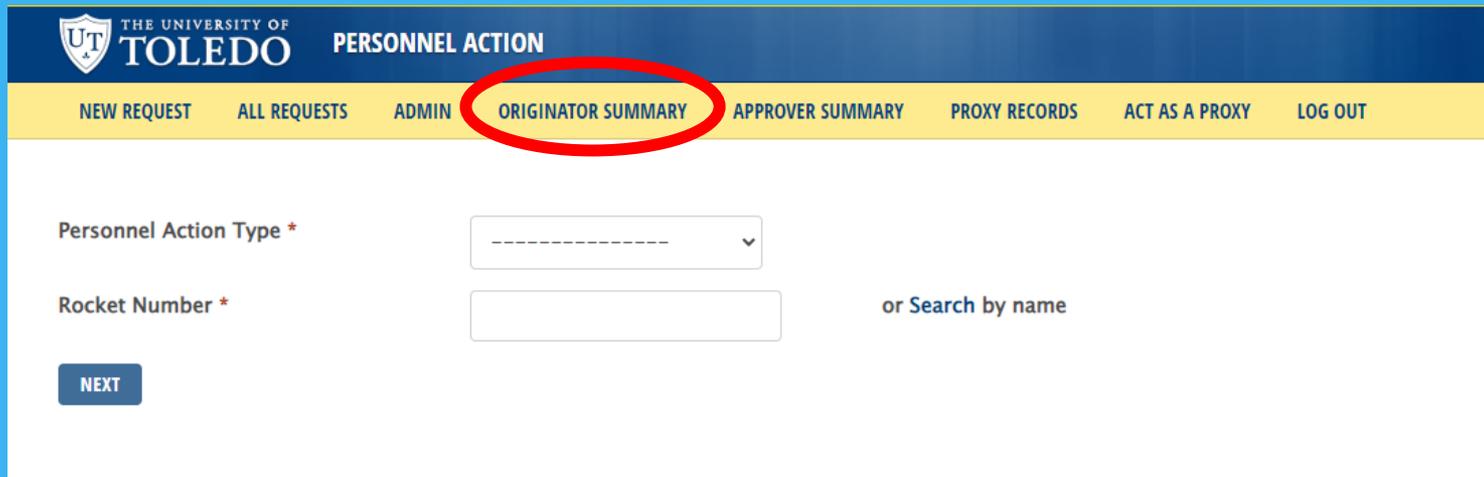
***If an ePAF is missing or has errors in any of the above items we will make note of the corrections needed in the comment section of the ePAF***



# Reviewing Submitted ePAFs

***This is where submitted ePAFs can be reviewed to determine where they are in the approval process and to check if any comments have been added about missing required documents:***

<https://bannerepaf.utoledo.edu/>



THE UNIVERSITY OF TOLEDO PERSONNEL ACTION

NEW REQUEST ALL REQUESTS ADMIN **ORIGINATOR SUMMARY** APPROVER SUMMARY PROXY RECORDS ACT AS A PROXY LOG OUT

Personnel Action Type \*

Rocket Number \*  or Search by name

NEXT

# ePAF Comments and Return for Corrections

*Please make note of the following when submitting ePAFs:*

1. Our office will add comments while the ePAF is in our queue for **14 days**.
2. After 14 days the ePAF will be returned for correction and will need to be resubmitted and go through the approval process again.
3. ePAFs will not be approved if there is no fully signed offer letter on file for the student
4. ePAFs will be returned for correction immediately if there is no exemption code or note that the tuition is being covered by a grant. They are also returned for incorrect information in the ePAF that cannot be corrected by the department (i.e., exceeds 12 credit hours; exceeds .5 FTE; etc.)



# Tuition Scholarships

- Complete the Tuition Scholarship Offer Letter. The template is available in the share drive. Return fully signed letter to the designated Student Signed Folder.
- Complete the Tuition Scholarship form found at <https://www.utoledo.edu/offices/provost/academic-administration/graduate-assistantship-employment/> and email the completed form to [GradAssist@utoledo.edu](mailto:GradAssist@utoledo.edu).



# Tuition Modifications

- Complete the Tuition Modification form found at <https://www.utoledo.edu/offices/provost/academic-administration/graduate-assistantship-employment/> and email the completed form to [GradAssist@utoledo.edu](mailto:GradAssist@utoledo.edu).
- Please submit for **ONLY** one semester at a time. If a form is submitted for a future semester, it will be returned.
- A modified offer letter or the student signature must accompany the form. We require student acknowledgement to make any changes.

# Background Checks – New for Fall 2024

- Effective immediately, new hires for Fall 2024, departments will be responsible for initiating background checks for domestic and international students through Candidate Direct.
- Departments will not completed PDF authorization forms. Domestic and international forms are completed through the process including uploading other required materials (i.e., passport, 2 x 2 photo)
- At this time, departments will only be billed for domestic background checks.

# Background Checks

- In order to run a background check both the employee and their supervisor will have to complete a background request form. Please reach out to [GradAssist@UToledo.Edu](mailto:GradAssist@UToledo.Edu) if you need a request form.
- We will create an user account for you in the Graduate Assistantship Intellicorp account for you. Once this has been completed with 48 hours you will receive an email from us with your user name and temporary password as confirmation your account has been created.
  - If you are currently set up to process I9s for assistantships your account will be modified to allow you to also process background checks as well. We will confirm your account has been updated, however, we will not need to provide you with a user name or temporary password.

# Background Checks

- Once your account is set-up you will have access to enter and submit a background and the system will provide you with an invoice on the last screen.
  - Please be sure to keep invoices for your records. At the end of each month your charges will be billed back to the index listed.
- Intellicorp will electronically deliver all results back to our office. Departments are only contacted if there are concerns with the results and an adverse letter is required.
- Background checks typically take 3-5 days for results to be returned. International background checks have a longer process time.
- Detailed training – COMING SOON!



# Questions?



THE UNIVERSITY OF  
TOLEDO