QUICK START – HIRING A GRADUATE ASSISTANT & FAQ’S


HIRING A GA

Go to: https://drive.google.com/file/d/0Bz29v3dUh0M2Q2ZNOWd0eFg1VjA/view for step-by-step GA Hiring Instructions.

FAQ’S, TIPS & REMINDERS – GRADUATE ASSISTANTS

Note: Online hiring information is supplied by the student (GA Application) and by Banner. Please remember in the occurrence that Banner is down, then the GA Hiring System will be as well.

When I go to “Find a GA”, I do not see my student – Why?

Try searching by just their Eagle ID or just their last name.

If you cannot locate your student, chances are that they have not completed the online GA application. Have them go to the COGS Website to complete the application. It takes only a few minutes. This step is required because this is how we pull Banner information to determine eligibility.

GA Application: https://w3.georgiasouthern.edu/cogs/gaapp/

My GTA choice shows CONTACT COGS or INELIGIBLE/WEB CERT?

DO NOT skip this student. Simply send COGS an email with the student’s name and EID. COGS will confirm eligibility. Their information could just be listed out of order in Banner or it could be something as simple as the Eagle ID has been entered incorrectly.

Do not proceed with hiring until you receive confirmation from COGS to proceed.

TIP! Gather all budget information before beginning the PAF

Completing the PAF Online – Tips and Reminders

- Confirm funding sources for the PA:
  - COGS funded (also called “Allocated”)
  - Department Funded (also called “Unallocated”)
  - Grant Funded (include required grant approvers in approval chain)

Remember in the Graduate Assistant PAF world, the only funds considered allocated are COGS funds
- Effective Date: Always the 1st day of class or 1 week prior
- End Date: Always the last day of final exams
- Payroll Start/End Dates: first day and last day of the month
- Budget data is completed in full including section B IF funding source is anything other than COGS funded.
- Enter only internal approvers **This is the same pathway for approval that the paper process follows – Do not enter anyone in the Provost Office, Budgets Office or HR.
- Some Dean’s and VP’s would like the PAF to go to their Admin or Budget manager for approval; please check with your Department to see how they would like to have the approvals work.
- Pay attention to hiring deadlines. Completing this paperwork too late may result in your GTA not being paid until the end of month two.
- If your GTA graduates Fall and you have them as a Fall/Spring GA – You MUST complete a termination PA to avoid the GTA being paid after graduation.
- Termination or Data Change PA’s (currently still paper forms) must go thru COGS (PO Box 8008 or Veazey Hall, suite 1013) FIRST. Skipping this step only delays processing.

**I need to make a change to the PA – What do I do?**

1) Go into the hiring system via ‘Manage GA Paperwork’ and enter your GA’s name or EID
2) Click the Record Number for your student (far left)
3) Click EDIT RECORD at the top
4) Make your changes
5) Click SUBMIT CHANGES at the very bottom

*** Please do NOT change any information after the PA status shows COGS Approved (i.e. Do not go in and update your Fall PA to Spring).***

**Reminders for Personnel Action Forms – Paper Version**

- Please submit an electronic version and then you may print the PAF for appropriate internal signatures, if required.
- Your GA will still need to complete the online GA Application before the hiring paperwork can be processed.
- Please make sure all fields are completed – ADP numbers and Social Security numbers are most often missing on paper PAs submitted to COGS.
- Please use paper clips NOT staples
Paper PAs need to be sent directly to COGS (PO Box 8008) or Veazey Hall, suite 1013.

TA2 Requirements

- TA2’s are required to attend TA2 training provided by CT2 before classes begin. There is not an exception to this requirement. Information can found online via COGS Website.

- TA2’s require the following supporting documents to be sent to COGS after the PA has been submitted online:
  - Official transcripts
  - Resume
  - FID form

TA Parking Permit Request

Please do not promise your TA a parking permit. Parking & Transportation has a limited amount of Parking Permits allotted to TAs and those permits get filled very quickly. Previous requests for more permits have been denied because there is simply not enough spaces available on campus.

COGS TA Parking Permit Procedure/Policy:

- Parking permits are received in the COGS office
- 7-10 days before the standard start date of the semester, the applications are reviewed and the TA will be added to the list, if they have hiring paperwork submitted for the upcoming semester(s).
- TA2s receive priority appointment, then TA1s
- The TA will be notified prior to the standard start date that they have been approved for a permit
- The TA will have until the end of the first week of classes to obtain their permit before their permit will be offered to a TA who has been waitlisted
- Those who have been waitlisted will be awarded a permit based on TA level, with TA2s receiving available permits first, then TA1s.