3G Process
Update Training

MAY, 2017
This training is not intended to walk through the entire 3G process; there will be a separate training for new users. The purpose of this presentation is to provide information about the updates coming for the fall 3G collection and to give you an opportunity to ask questions about those changes.

You may hear us refer to Image Now as Perceptive Content during our discussion today. Perceptive Content bought Image Now, so we're trying to use the updated terms. You may begin to hear this name more often in the future.
Upcoming dates for 3G

- July 7: Departments to the SSC
- July 14: SSC Finance/Research to SSC HR
- July 21: SSC HR to HRM
The department fills out the Student Information Section of the form.

When starting a new form, please use the student ID field to auto populate several fields in the Student Information Section, including their employee ID if they have one. This field requires all seven digits be entered; partial student IDs will not work. Please note that the student ID is the only field that can be searched to pull the student information into this section.

If the Employee ID is not found, the word “NEW” will appear in that field.

The hiring information will be sent to the student’s KU email address, so we need to ensure this is the email on the form. It's not an option to use another email address, so please be sure to notify students that the hiring information and activity will be going through the KU email address and ask that they check that email during the process.
Student ID lookup
• Staff rates action code removed: Staff rates are processed by Registrar’s office utilizing HR/Pay data. Timely appointments ensure application of staff rates.
• Use the frequency radio button in that section to indicate payment type; GA Appointments are Hourly unless they meet specific program criteria. All other 3G appointments are Biweekly.
• The fields to describe duties and how they relate have been removed for GA appointments; generic position descriptions will be assumed.
• In the GA form specifically, generic position descriptions will be displayed based on FLSA indicated with the frequency radio button
• Department staff will leave the Requisition ID blank; the SSC staff will fill this number in. This requisition ID is solely to facilitate routing from Perceptive Content through BrassRing and into the online onboarding system and will not be used for any other purpose. If a department wants to advertise for a 3G position, they should reach out to their SSC HR staff to follow the standard posting process.
Requisition ID and general job description information
• All GTA appointments are Biweekly; you will need to select this radio button on the form.
• The field to describe specific course assignments has been removed for GTA appointments; generic position descriptions will be assumed.
• The course level field has been added with a dropdown list. Please select the course level. If*500-699 is selected, department staff will need to answer the policy compliance statement that appears. *700+ will be held in the SSC On Hold queue until Graduate Studies approves the petition. Department staff will receive information about the petition process via system notification and Graduate studies will notify department staff and cc the SSC regarding the petition outcome.
• The form has built in logic to check and ensure that GTAs are being paid the minimum salary required by the MOA. The SSC will see these forms come into their ON HOLD queue to address the issue. This only checks for compliance with the MOA rate and doesn't complete any other salary checks.
• The form now has an additional selection called Multiple in the appointment period field. When selected, the Start Date and Termination Dates will change to blank. Up to 3 separate rows can be added for: Start Date, Termination Date, Position #, FTE, Frequency Amt, Frequency Radio Button. The multiple
appointment selection is only appropriate for GTAs working in the same department; it can be utilized for instances where the Course Level will change from semester to semester, or in the case of minimesters.

- Department staff should leave the Requisition ID blank; the SSC staff will fill this number in.
GTA form – course level drop down
GTA form - Multiple appointment section expands when "add appointment" is selected.
• The Position Data Update option will only be available for GRA appointments and should be used thoughtfully because once that option is selected, several prepopulated fields in the form will clear, including the funding section. Department staff should only fill in the fields that will be changing on the effective date. Most off-cycle changes should be handled outside the 3G process, but if the position changes will affect the sponsorship, then routing the form as a Position Data Update in Perceptive Content is appropriate.
• Use the frequency radio button in that section to indicate payment type; All GRA appointments are Biweekly.
• The field to describe duties has been removed for GRA appointments; generic position descriptions will be assumed.
• Dual appointments for GRAs and GTAs still need two forms and two position numbers.
• Please provide a summary of how the duties relate to the student’s degree.
• Department staff should leave the Requisition ID blank; the SSC staff will fill this number in.
GRA form – general duties are assumed but how duties relate will still need to be provided.
Position Data Update option is used for ongoing GRA appointments where position or funding changes will affect the sponsorship – only complete the fields that are changing.
• Department staff will select the button to verify compliance with the out of field policy and the English proficiency policy on the GTA 3G form. Supporting documents will no longer be attached in the workflow and will remain with the department.

• SSCs should not make this selection on behalf of the department.
While most of the changes to the 3G forms and process don’t create changes in the funding sections, it’s important that Finance and Research staff understand that as the forms come through, they need to verify that the information on the form is correct. The Finance and Research staff will see these forms first in the SSC and can help troubleshoot information before routing the forms forward.

The background funding check will expand based on logic in the form. SSC Research or Finance staff will enter the funding to pay for the background check. If for some reason the background check is not necessary, the SSC HR staff will remove that funding so the background check is not initiated automatically.
The SSC HR portion has the most changes from the previous workflow. SSC HR will review the forms in their HR queue as they have in the past, but now, after routing the form forward from the HR queue, a script will generate a job offer form in the BrassRing requisition designated on the form. The job offer will be available the day after the form is routed forward from the HR queue. This process will replace the process of doing a mail merge to generate offer letters.

Prior to routing the form forward from the HR queue, the HR Specialist will need to carefully check HR/Pay and Image Now to determine whether or not a concurrent appointment or form exists for that student.

One of the reasons for confirming whether the student has another appointment is to ensure that the department isn't charged for the background check if not necessary. If a student is an incoming international student, they will not need a background check if they are coming into the country within 30 days of their start date. Additionally, if a student has two appointments coming through the system simultaneously, only one needs to be fed into BrassRing with background check
funding. Otherwise, the department may end up paying twice.
Use the Perceptive Content icon on your desktop to access the ImageNow workflow.

- Detailed comments can be extremely helpful; be sure to include your name and the date – put the latest comment on the top or at least in chronological order.
- Use the workflow change table to review a summary of changes and impacts.
- The new process will integrate the online onboarding for new hires and rehires.

Use the Perceptive Content client (formerly known as ImageNow) rather than WebNow; the client opens directly from an app installed by IT on your desktop and should not have a web address at the top of the page. WebNow opens in your browser window.

Remember to add comments; these can help provide clarification for future reviewers and help the forms move through the system more quickly.

Handout provides a summary of the changes and impacts.

Hire and rehire forms will go through BrassRing and into onboarding. Sponsorship Only and Position Data Update forms do not go through BrassRing and into onboarding.
• This wraps up the updates for the 3G process for SSC staff. Here are the contact and resources information regarding 3G.

• Questions about this portion of the process?

- Contacts:
  - Jessica Johnson: jeslea@ku.edu
  - Elenor Buffington: ebuffington@ku.edu
  - Kelly Blackburn: kelly.blackburn@ku.edu

- Coming soon
  - Full 3G training
  - Videos
BrassRing and Onboarding demonstration and instructions

Demo by HRM
SSC HR considerations

- The req number on the 3G form must include BR at the end.

- SSC HR will no longer have both an Offer Letters and Onboarding queue. Now there will just be an Onboarding queue.

- Once the employee has been keyed into HR/Pay, the 3G form should be routed out of the Onboarding queue to 3G Complete.