3G: Where do I fit in the process?

Department

- Verifies/enters appointment information
- Verifies/enters course and academic level information
- Reviews academic good standing
- Justifies how duties relate to student’s field of study
- Completes non-native speaker form and adds it to the student’s permanent file
- Adds comments that may be helpful for future review of the form

SSC – Finance or Research

- Confirms availability/allowability of funding source for salary
- Adds background check funding information if appropriate
- Confirms availability/allowability of funding source for sponsorship
- Calculates sponsorship support based on percentage or amount and current rates
- Adds comments that may be helpful for future review of the form

SSC - HR

- Reviews form for HR policy compliance
- Verifies pay rate includes merit pay and for GTAs, that the salary meets the minimum rate required by the MOU.
- Reviews and confirms all pool IDs for 3G positions, working with KUOR and HR to establish new pools as needed.
- Review enrollment data and communicates with other SSC employees regarding minimum enrollment as necessary
- Adds comments that may be helpful for future review of the form
- Manages onboarding for newly employed students
Graduate Studies

- Reviews appointments exceeding .50 FTE and approves as appropriate
- Reviews all TAP requests and determines eligibility
- Reviews course assignments for allowability and communicates information to the SSC
- Adds comments that may be helpful for future review of the form

KUOR

- Verifies allowability of funding on projects for salary and sponsorships
- Adds comments that may be helpful for future review of the form

Central HR

- Review enrollment data and sends to SSC for follow up with students (minimum enrollment requirement)

Payroll

- Keys funding information for salary on rehires
- Reviews reports of academic standing issue at the end of each semester and communicates to departments.