

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.