



April 24, 2018

TO: Texas A&M AgriLife On Campus & Off Campus Unit Contacts

SUBJECT: Graduate Asst Positions, Temp/Casual (wage) Positions, Requisitions

Graduate Assistant (GA) Positions – Business Processes must be completed by MAY 17

The following information provides further clarification regarding the April 19 E-news (attached) for 3 possible scenarios for GAs to continue their insurance coverage and receive the state contribution:

- 1) Not eligible to work in GA position in the summer, but returning to GA position in the fall: Adjust to 9-month appointment
 - a) May work in a temp/casual or student assistant position as an additional job for the summer.
- 2) Eligible to work first summer session in GA position: Adjust appointment to 10.5 or 11 (appropriate date range to cover first summer session).
- 3) Eligible only to work second summer session in GA position:
 - a) Adjust current appointment to 9 months (Sept 1 – May 31). Benefits charged correctly for full summer. Will not be paid for primary position during summer.
 - b) For Summer II, add Additional Job* that mirrors the current grad position but with a disbursement plan/annual work period covering the dates of the second summer session. Include detailed comments as to what the situation is and why the additional job is being added. (Minimal onboarding will be generated if the position is within the same department and company.) *Switch primary job task will trigger. Please “skip task”. The current grad position needs to remain primary. This will allow the current GA position to begin again on September 1. The additional job can either be ended or left open for the following summer. If continuation of the additional job next year is uncertain, the End Additional Job BP should be used to end the additional GA position.

Impact of using LWOP for GAs:

Workday functionality does not allow Benefits Partners to manually override when an employee is on LWOP (as we were previously able to do). If the GA is on LWOP for a full month or more, they are not eligible for the state contribution during that time. If LWOP is used, the GA can either drop the insurance while they are out or pay the full cost per month through billing. They would NOT have a new waiting period when they return from LWOP.



Wage Positions

Positions that are less than 4 ½ months OR less than 20 hours/week (50% effort) are not benefit-eligible and should be created as temp/casual positions:

Worker Type	* X Employee
Worker Sub-Type	* X Temporary/Casual Staff (Fixed Term)

Requisitions/Job Application Process

- 1) *Closing a Job Requisition vs. Unposting* – When a Job Requisition is created for a position, it is not visible to applicants until it is *Posted*. If the Job Requisition is *Posted*, applicants may apply. When a Job Requisition is *Unposted*, applicants may no longer apply, however, the Job Requisition is still Open. When a Job Requisition is Closed, all applicants must be dispositioned, and the position is no longer available to fill using the Recruiting process. An Open Job Requisition should only be Closed if that Job Requisition will no longer be used to recruit and hire someone for that position. If you wish to stop the flow of applicants for an Open Job Requisition, please contact your HR Generalist of email a request to agrilifehr@ag.tamu.edu to *Unpost* the Job Requisition.
- 2) *Wait on The Inbox Task* – When using the Recruiting Process to fill a position, please remember that all processes to hire the applicant will be triggered by Workday as process steps are completed by the appropriate security role. Please **wait** for the inbox item notifying you to do the Revise Offer/Change Job/Add Additional Job (as appropriate) to continue the hire process. Attempting to manually start the Hire Process for an applicant already in the Recruiting Process will delay the process to get your new employee hired.
- 3) The Hire Applicant Job Aid has been updated.

For questions, please contact: your HR Generalist