

Graduate Assistant HR Training

FALL 2021

College of Law Administrators



CASS BREWER
Associate Dean for Academic Affairs &
Associate Professor of Law



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Dean and Professor of Law



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TRAVIS CHAMBERS
Assistant Dean for Administration
& Finance



ANJELICA LYMON
College Human Resources Officer



TINA BLANKS
College/Division
Human Resources Coordinator



MIGNON JACKSON JONES
College Finance Officer



VALENCIA LEWIS
Business Manager II

Appointment Form Submission



- To ensure that our office has been notified of your appointment for the semester/year, we should receive:
 - Graduate Assistant Appointment Form
 - Graduate Assistant Personnel Action Form (PF2A-1)
- All forms must be signed by both the graduate assistant and supervisor to ensure that waivers are applied and stipends are processed timely.

Hire Packet Submission



- All newly hired graduate assistants are required to complete an Electronic Hire Packet through the Equifax Compliance Center. Newly hired employees are those who have not been employed or compensated by the University within the past six months. If you are a returning graduate assistant, you will not need to complete this process.
- New hires will receive an email from preemployment@equifax.com that will contain the link to the new Electronic Hire Packet. The email will also contain a system generated user id and password which is needed to access the system. Once the new hire gains access to the electronic hire packet, they will be required to complete 14 (fourteen) pages of the Hire Packet – all pages must be completed before the packet can be submitted to the HRIS team for processing. Of the 14 pages in the electronic hire packet, there are 4 pages that will require the new hire to print, sign, and scan to the University's Human Resource office at preemployment@gsu.edu. If the HRIS team does not receive these documents, the hire process will not be completed.
- You are encouraged to search for an email from the preemployment address in your regular and spam boxes (in case the message may have been directed there). **Please note that the link to complete hire documentation is only good for 2 weeks.** If you have not received an email or if your link has expired, you may contact the University's Central HR Office at (404) 413-3300 for assistance.

If You Are Here, You Should Have...



- Received the link and completed the new hire paperwork.
- Reviewed your position responsibilities with your hiring faculty member/administrator.
- Reviewed the College of Law graduate assistant policy, the College's GRA handbook, and should be familiar with where to find information on InsideLaw.
- Accessed OneUSG Connect AND have verified all the information is correct.





<https://insidelaw.gsu.edu/human-resources/graduate-assistats/>

The screenshot shows the InsideLaw website interface. At the top left is the Georgia State University logo and 'COLLEGE OF LAW'. Navigation links include 'InsideLaw Home', 'Faculty & Staff Resources', and 'Student Resources'. A left sidebar lists various resources, with 'Graduate Assistantships' highlighted. The main content area is titled 'Graduate Assistantships' and features a section for '**IMPORTANT UPDATES**' with a bulleted list of key information. Below this is a list of expandable sections: Graduate Assistantship Opportunities, Application and Selection Process, Employment Eligibility & Requirements, Student Fees & Tuition Waivers, Health Insurance, Time-Tracking, and Graduate Assistant Stipends. A search bar and 'Go' button are located at the bottom left of the page content.

Georgia State University | COLLEGE OF LAW

InsideLaw Home Faculty & Staff Resources Student Resources

FACULTY & STAFF RESOURCES

- Class Schedule Day (Fall 2020)
- Class Schedule Evening (Fall 2020)
- Digital Measures
- Event Planning
- Human Resources
- Graduate Assistantships**
- Incomplete Grading Policy
- Law Library
- Marketing & Communications
- New Course Proposal Information Form
- Outside Activity Request
- Technology
- Training Guides

Search

Advanced Search

Graduate Assistantships

****IMPORTANT UPDATES****

- It is the responsibility of the graduate assistant to ensure hours reported are correctly reporting the hours actually worked.
- It is the responsibility of the graduate assistant to ensure supervisors have approved time cards by the deadline communicated in your appointment confirmation.
- Holds will be placed on student accounts when time reporting has not been met at the conclusion of all appointments paid by the College of Law.
- It is the responsibility of students on academic year appointments to ensure that updated appointment forms have been submitted to the College of Law's human resources department when a change in supervisor has occurred during the year.

- + Graduate Assistantship Opportunities
- + Application and Selection Process
- + Employment Eligibility & Requirements
- + Student Fees & Tuition Waivers
- + Health Insurance
- + Time-Tracking
- + Graduate Assistant Stipends

Student Requirements



- No academic overload without permission (Dean Brewer/Registrar's Office)
- Monthly timesheet reporting
 - **Paper timesheets ONLY will be submitted electronically and emailed to lawgra@gsu.edu**
- Student Health Insurance is required if you have a full appointment. <https://sfs.gsu.edu/resources/student-health-insurance/>

Time Reporting Requirements



- **Affordable Care Act (ACA) Policies**

1. TIME MUST BE TRACKED
2. SUPERVISOR MUST APPROVE TIME

- **Time Reporting Requirements**

All timesheets **MUST** be submitted to lawgra@gsu.edu with a copy to supervisor for review and approval.

Approval Deadline by Supervisor

August: September 7, 2021
September: October 4, 2021
October: November 8, 2021
November: December 6, 2021
December: December 31, 2021

Payment Schedule 2021

September 30, 2021
October 30, 2021
November 30, 2021
December 31, 2021

No Exceptions or Late Submissions

Sample Time Sheet



REPORT OF HOURS WORKED Law Graduate Assistants

FOR THE MONTH OF:	August	YEAR	2021
DEPARTMENT	REQUIRED		
NAME (LAST, FIRST):	REQUIRED	EMPL ID:	REQUIRED
TITLE:	Graduate Assistant	Panther #	REQUIRED
DEPT. NAME:	REQUIRED		

*Note: Hours prepopulated is based on a 25% FTE (10-12 hrs/week).
Please adjust your actual time worked in the indicated area.

(Record in Hours--Partial hours should be recorded in twentyfive hundredths of an hour---8 hours and 15 minutes = 8.25)

Day	DATE	Hours Worked	Action Conducted
Sunday	8/1/2021		
Monday	8/2/2021		
Tuesday	8/3/2021		
Wednesday	8/4/2021	0.00	
Thursday	8/5/2021		
Friday	8/6/2021		
Saturday	8/7/2021		
			August
			Total Hours 0.00
Sunday	8/8/2021		
Monday	8/9/2021		
Tuesday	8/10/2021		
Wednesday	8/11/2021	0.00	
Thursday	8/12/2021		



<https://oneusgconnect.usg.edu/>

The screenshot shows the OneUSG Connect website. At the top, there is a navigation bar with the University System of Georgia logo, social media icons for Twitter, Facebook, LinkedIn, and Instagram, and a 'SITES A-Z' link. Below this is a blue header with the text 'USG Faculty & Staff Portal' and the subtitle 'A system-wide employee portal'. The main content area features a large image of hands typing on a laptop keyboard with the text 'USG FACULTY & STAFF PORTAL' overlaid. Below the main image are several content blocks: 'ANNOUNCEMENTS' with a photo of four professionals in business attire; 'OneUSG Connect' with text stating it is now live and offering extended call center hours; 'ACCESS ONEUSG CONNECT' with a button to 'OneUSG Connect'; 'MANAGE MY BENEFITS' with a button for 'Single Sign On'; 'USG POLICIES AND PROCEDURES'; 'WELL-BEING'; and 'EMPLOYEE BENEFITS'.



Please log In.

By logging into this system, you agree to comply with [university policies](#).
When finished, log out and close your browser to end your session.

CampusID Username

[I forgot](#)

Password

[I forgot](#)

Login

[Don't know Your CampusID or password?](#)

OneUSG Employee Self Service



ORACLE Employee Self Service

Make SCCP Contribution STATE CHARITABLE CONTRIBUTIONS PROGRAM	View Job Profiles 	Degrees & Certificates 	Time and Absence 	Monthly Schedule
Pay ← Last Pay Date 08/14/2020	Paycheck Modeler 	Taxes 	Direct Deposit ← 	Compensation History
Company Directory 	Forms 	Personal Details ← 	My Forms 	Help

Important Contacts



Financial Aid

Student Financial Management Center
P: 404-413-6729
sfslaw@gsu.edu

United Healthcare Student Health Insurance

Tierra C. Taylor

Student Health Insurance Coordinator
Office of Student Accounts
P: 404-413-2600
ttaylor97@gsu.edu
In person: 33 Gilmer Street, Suite 100
<https://sfs.gsu.edu/tuition-fees/student-health-insurance/georgia-states-student-health-insurance-plan/>

Law Registrar's Office

Marilyn Crouch

Registrar
P: 404-413-9016
mcrouch@gsu.edu

Blue Cross Blue Shield GRA Healthcare

OneUSG Connect Benefits Call Center

P: 844-587-4232
GSU Benefits Office
P: 404-413-3330
<https://sfs.gsu.edu/tuition-fees/student-health-insurance/georgia-states-student-health-insurance-plan/>

Test Your Knowledge



MANDATORY QUIZ



Welcome

By logging into this system, you agree to comply with [University Policies](#).

[CampusID Login](#)

First-time users: Perform a [System Check](#) before you log in.

My Contact Information



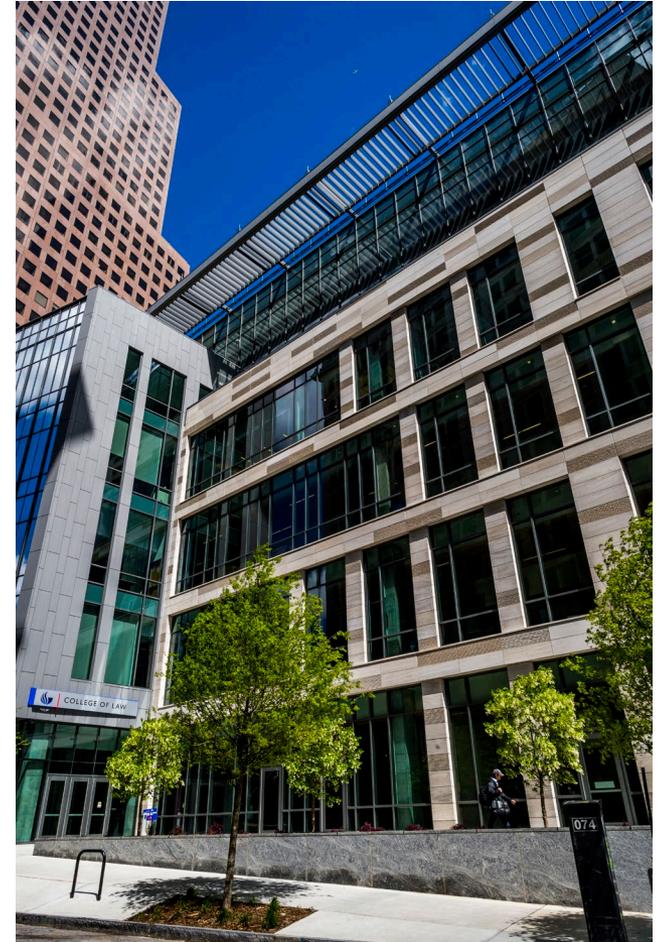
Tina Blanks

Human Resources Coordinator

Room 430

lawgra@gsu.edu

**Please send an email if you would like to
schedule a virtual appointment**



Questions ?

