Graduate Assistant
HR Training
FALL 2021
College of Law Administrators

TAMEKA LESTER
Interim Associate Dean of Student Affairs and Associate Director of the Philip C. Cook Low-Income Taxpayer Clinic

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

LAVONDA REED
Dean and Professor of Law

TRAVIS CHAMBERS
Assistant Dean for Administration & Finance

TAMEKA LESTER
Interim Associate Dean of Student Affairs and Associate Director of the Philip C. Cook Low-Income Taxpayer Clinic
Human Resources

ANJELICA LYMONT
College Human Resources Officer

TINA BLANKS
College/Division
Human Resources Coordinator
Business Services

MIGNON JACKSON JONES
College Finance Officer

VALENCIA LEWIS
Business Manager II
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.
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.

<table>
<thead>
<tr>
<th>Approval Deadline by Supervisor</th>
<th>Payment Schedule 2021</th>
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</thead>
<tbody>
<tr>
<td>August: September 7, 2021</td>
<td>September 30, 2021</td>
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<tr>
<td>September: October 4, 2021</td>
<td>October 30, 2021</td>
</tr>
<tr>
<td>October: November 8, 2021</td>
<td>November 30, 2021</td>
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<tr>
<td>November: December 6, 2021</td>
<td>December 31, 2021</td>
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<tr>
<td>December: December 31, 2021</td>
<td>December 31, 2021</td>
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</table>

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 twenty-five hundredths of an hour—8 hours and 15 minutes = 8.25)

<table>
<thead>
<tr>
<th>Day</th>
<th>DATE</th>
<th>Hours Worked</th>
<th>Action Conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>8/1/2021</td>
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<td></td>
</tr>
<tr>
<td>Monday</td>
<td>8/2/2021</td>
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<tr>
<td>Tuesday</td>
<td>8/3/2021</td>
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<tr>
<td>Wednesday</td>
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<td>Thursday</td>
<td>8/5/2021</td>
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<td>Friday</td>
<td>8/6/2021</td>
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<td>Saturday</td>
<td>8/7/2021</td>
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<tr>
<td>Sunday</td>
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<td>Wednesday</td>
<td>8/11/2021</td>
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<tr>
<td>Thursday</td>
<td>8/12/2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 0.00
OneUSG Connect

https://oneusgconnect.usg.edu/
OneUSG Log In

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

- Make SCCP Contribution
- View Job Profiles
- Degrees & Certificates
- Time and Absence
- Monthly Schedule

- Pay
- Paycheck Modeler
- Taxes
- Direct Deposit
- Compensation History

- Company Directory
- Forms
- Personal Details
- My Forms
- Help

Last Pay Date: 08/14/2020
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/
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 ?