

Pratt Student Employment

New Stipend Process for Hiring
Graduate Assistants

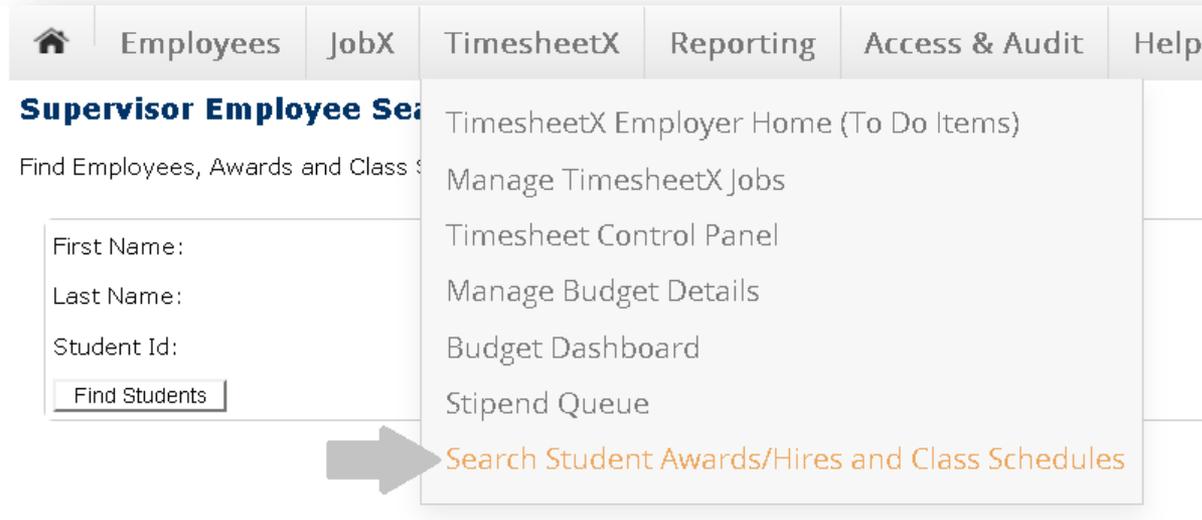
RAs

Special Sponsored Project Stipends

Pratt

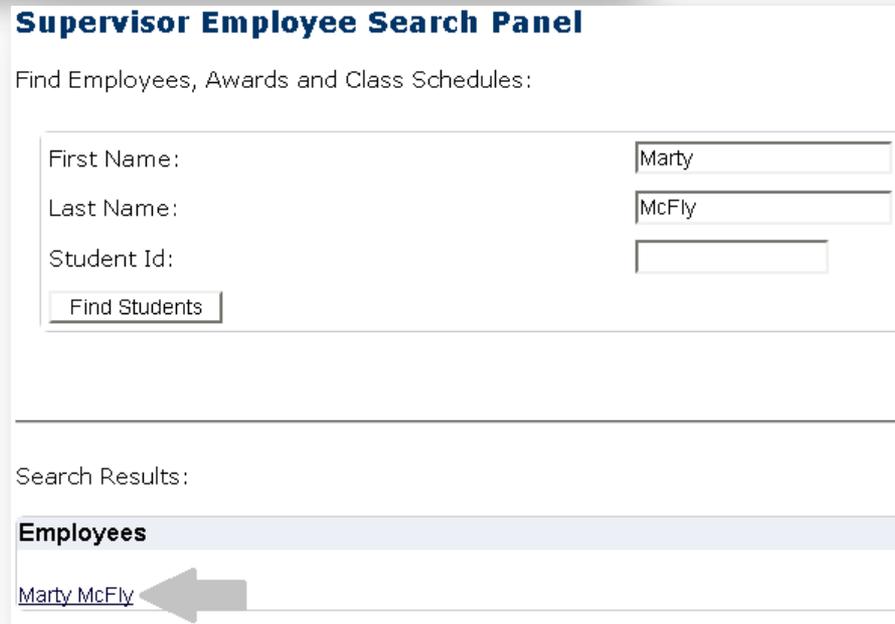
To start the new process of hiring GAs/RAs/SSP Stipends

- Under TimesheetX dropdown select “Search Student Awards/Hires”



The screenshot shows a navigation bar with tabs: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The TimesheetX dropdown menu is open, showing options: TimesheetX Employer Home (To Do Items), Manage TimesheetX Jobs, Timesheet Control Panel, Manage Budget Details, Budget Dashboard, Stipend Queue, and Search Student Awards/Hires and Class Schedules (highlighted in orange). A grey arrow points to the highlighted option.

- Enter students first and last name or ID number
- Click “Find Students”
- Under search results click on the students name



The screenshot shows the 'Supervisor Employee Search Panel' with the following fields and results:

Find Employees, Awards and Class Schedules:

First Name: Marty
Last Name: McFly
Student Id:
Find Students

Search Results:

Employees

[Marty McFly](#)

A grey arrow points to the name 'Marty McFly' in the search results.

Next you will be entering in the Semester Amount/Award

- Under Employee Details click “Add an Award”

Marty McFly

Employee Details

Current Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Lab Assistant	1955-Hill Valley Office	\$10.00	08/22/2016	05/12/2017	Emmett Brown

= Active = Inactive = Closed = Pending = Rejected

There are no current awards to display.

[Add an Award](#)



- Under Account select the appropriate stipend account
 - ****For most it will be 71652-Graduate Assistant (GA) Stipend for GAs****
 - For RAs select 71118-Student Work Fund (SWF) Stipend
 - For SSP Stipends use 71112-Sponsored Projects (SSP) Stipend

Add a Student Award - Stipend

Account

Choose one...

Initial Award Amount

Choose one...

Time Period

71112-Sponsored Projects (SSP) Stipend
71118-Student Work Fund (SWF) Stipend
71652-Graduate Assistant (GA) Stipend

Is this a stipend?

Choose one...

Submit

Complete the rest of the fields

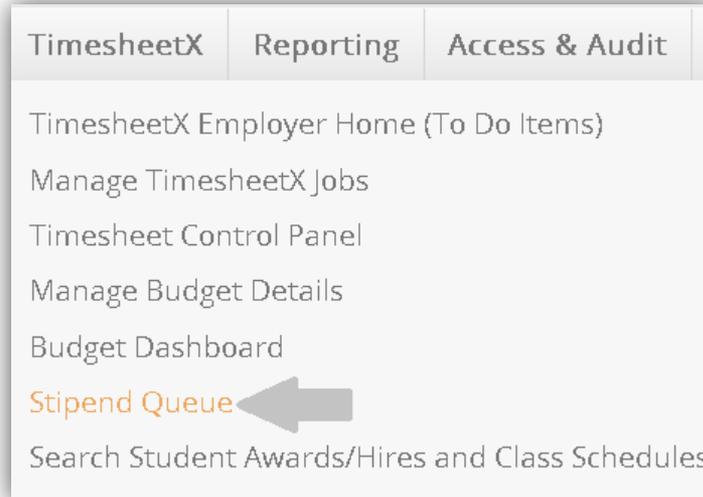
- Under Initial Award Amount enter the full amount to be paid for the semester
 - This amount must match the GA form, SSP form, etc.
 - You can NOT hire more than one semester at a time
- Under Time Period select the semester you are hiring for
 - Example: If you are hiring for spring select “Spring 2017 Stipend Only”
- Then under “Is this a stipend?” select Yes
- Finally click “Submit”

Add a Student Award - Stipend

Account	71652-Graduate Assistant (GA) Stipend
Initial Award Amount	1200.00
Time Period	Spring 2017 STIPEND ONLY
Is this a stipend?	Yes

Stipend Queue

- Now under the TimeSheetX dropdown click “Stipend Queue”



- Find the student you are hiring in the list and click “Assign to New Hire”
- If you made an error click “Delete” and start over

Unassigned Stipends Queue

Grant-based Awards without Associated Hires

Student	Award	Time Period	Amount		
Ariane Beauregard	71652-Graduate Assistant (GA) Stipend	Academic Year 2016/2017	\$1,350.00	Assign to New Hire	Delete
Michele Elaine Mikhitarian	71652-Graduate Assistant (GA) Stipend	Spring 2017 STIPEND ONLY	\$2,000.00	Assign to New Hire	Delete
Niko J DeBono	71652-Graduate Assistant (GA) Stipend	Fall 2016 Stipend ONLY	\$1,500.00	Assign to New Hire	Delete
Marty McFly	71652-Graduate Assistant (GA) Stipend	Spring 2017 STIPEND ONLY	\$1,200.00	Assign to New Hire	Delete

Add New Stipend Based Hire

- Find the Cost Center/Department you are hiring for in the drop down box
- Then click “Select Cost Center”

Add New Stipend Based Hire

Please, first choose a Cost Center:

Start typing to find Cost Center:

1955-Hill Valley Office ▾

Select Cost Center 

- Select the stipend based job you are hiring in the drop down box then click “Select Job”
 - ****For most it will be “Graduate Assistant”****

Add New Stipend Based Hire

Jobs in the Cost Center: 1955-Hill Valley Office
[« Choose a different Cost Center](#)

Please choose a job into which this student will be hired:

Graduate Assistant ▾ Select Job 

[\[Add a New Job\]](#)

New Stipend Based Hired Continued

- Review all information entered
- Make sure to select “Pratt Bi-Weekly Pay Schedule”
- Select a Primary Supervisor
- For Post-action page keep “Go to hire detail page” if you are hiring one student or if you are hiring multiple students you can select “Return to Stipend Queue”
- When finished click “Add Hire”

Create a Stipend-Based Hire

Student	Marty McFly										
Cost Center	1955-Hill Valley Office										
Job	Graduate Assistant										
Award Account	71652-Graduate Assistant (GA) Stipend										
Time Period	Spring 2017 STIPEND ONLY										
Pay Schedule	Pratt Bi-Weekly Pay Schedule										
Hire Start Date	01-19-2017										
Hire End Date	05-16-2017										
Primary Supervisor	Emmett Brown										
Secondary Supervisors	<table><thead><tr><th>Available</th><th></th><th>Selected</th></tr></thead><tbody><tr><td>Emmett Brown</td><td rowspan="3">Add >>> <<< Remove</td><td>Clara Clayton</td></tr><tr><td>NextGen TimAdmin</td><td></td></tr><tr><td>Nicholas Spaventa</td><td></td></tr></tbody></table>	Available		Selected	Emmett Brown	Add >>> <<< Remove	Clara Clayton	NextGen TimAdmin		Nicholas Spaventa	
Available		Selected									
Emmett Brown	Add >>> <<< Remove	Clara Clayton									
NextGen TimAdmin											
Nicholas Spaventa											
Post-action page	<input checked="" type="radio"/> Go to hire detail page <input type="radio"/> Return to Stipend Queue										

Pending Approval

- You will then be brought to the Hire Details page
- It will show the hire as “Pending Approval”
- To complete the process YOU MUST submit the appropriate hiring form (i.e. GA Form) to Human Resources

Hire Details

Student	Cost Center	Job Title	
Marty McFly			
Current Status			
PENDING APPROVAL			
Budget Earnings			
Budget	Account	Cost Center	Projected Earnings
FY2017 Budget (07/01/2016-06/30/2017)	Graduate Assistant	3670-SILS	\$1,200.00

Hire Details

Hire Notes

Hire Instance Details

TimesheetX Hire ID	45186
Status	Pending Approval
Student Name	Marty McFly
Job	
Cost Center	
Wage	\$0.00
Start Date	Thursday, January 19, 2017
End Date	Tuesday, May 16, 2017
Hours Per Week	0.00
Pay Schedule	Pratt Bi-Weekly Pay Schedule
Primary Supervisor	Emmett Brown
Secondary Supervisors	

Pending Approval Continued

- On the previous screen if you click on the student employee's name you will be brought to this screen where you can see the hire setup with the stipend award amount
- DO NOT forget to supply HR with a GA/RA/SSP Stipend Form

Employee Details

Current Hires & Awards (1)		Upcoming Hires & Awards (2)		Old Hires & Awards (12)	
Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Graduate Assistant	1955-Hill Valley Office	\$0.00	01/19/2017	05/16/2017	Emmett Brown
<input type="checkbox"/> = Active <input type="checkbox"/> = Inactive <input type="checkbox"/> = Closed <input type="checkbox"/> = Pending <input type="checkbox"/> = Rejected					
Award Name	Amount	Balance	Term		
71652-Graduate Assistant (GA) Stipend	\$1,200.00	\$1,200.00	Spring 2017 STIPEND ONLY (01/19/2017 - 05/16/2017)		

- To check on your hire you can get back to this screen by using the “Search Student Awards/Hire” link

JobX	TimesheetX	Reporting	Access & Audit
Free Search	TimesheetX Employer Home (To Do Items)		
and Class S	Manage TimesheetX Jobs		
	Timesheet Control Panel		
	Manage Budget Details		
	Budget Dashboard		
	Stipend Queue		
	Search Student Awards/Hires and Class Schedules		

A photograph of a university campus. In the foreground, a young woman in a light blue t-shirt and dark shorts walks on a brick path. The middle ground is a large green lawn with several people sitting on the grass. In the background, there are tall trees with green leaves and a large brick building. A large, abstract sculpture is visible on the right side of the lawn.

You're done!
Please refer to this reference manual to assist with hiring stipend based jobs. For further assistance please attend a training session.