

Pratt Student Employment

New Stipend Process for Hiring
Graduate Assistants

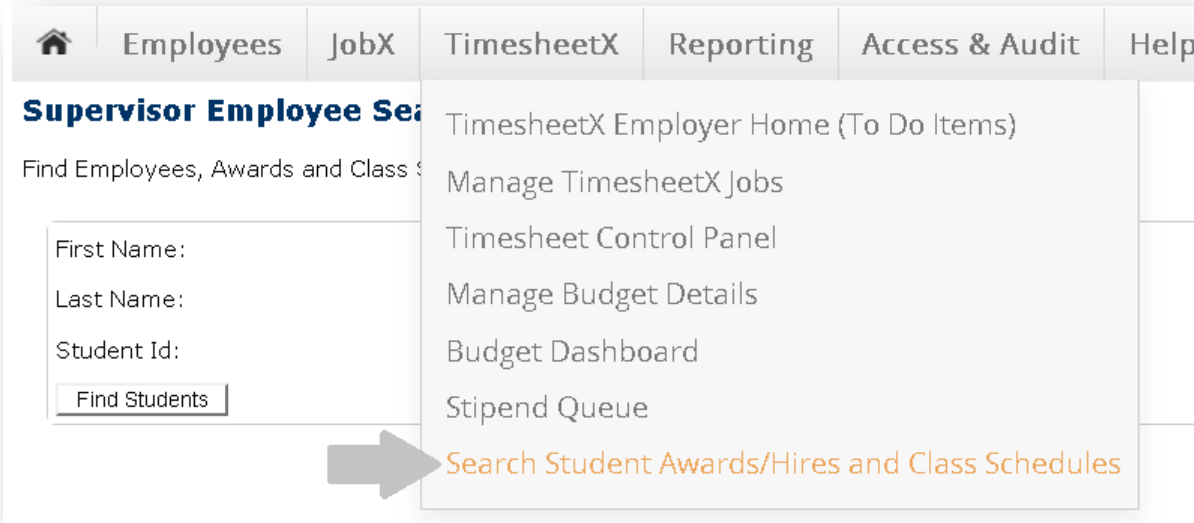
RAs

Special Sponsored Project Stipends

Pratt

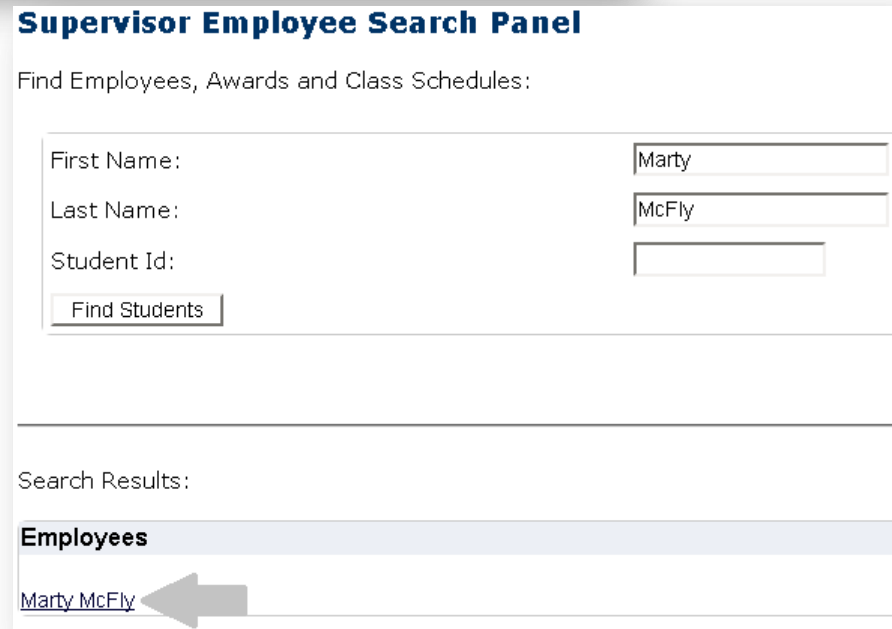
To start the new process of hiring GAs/RAs/SSP Stipends

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



The screenshot shows the top navigation bar of the application 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. A grey arrow points to the last option. On the left, the 'Supervisor Employee Search' panel is partially visible with input fields for First Name, Last Name, and Student Id, and a 'Find Students' button.

- 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'. It has a title 'Supervisor Employee Search Panel' and a subtitle 'Find Employees, Awards and Class Schedules:'. Below this are input fields for 'First Name:' (containing 'Marty'), 'Last Name:' (containing 'McFly'), and 'Student Id:'. A 'Find Students' button is at the bottom of the input section. Below a horizontal line, the 'Search Results:' section is shown. It has a sub-header 'Employees' and a list item 'Marty McFly' which is underlined and has a grey arrow pointing to it.

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

Initial Award Amount

Time Period

Is this a stipend?

Choose one...

Choose one...

71112-Sponsored Projects (SSP) Stipend

71118-Student Work Fund (SWF) Stipend

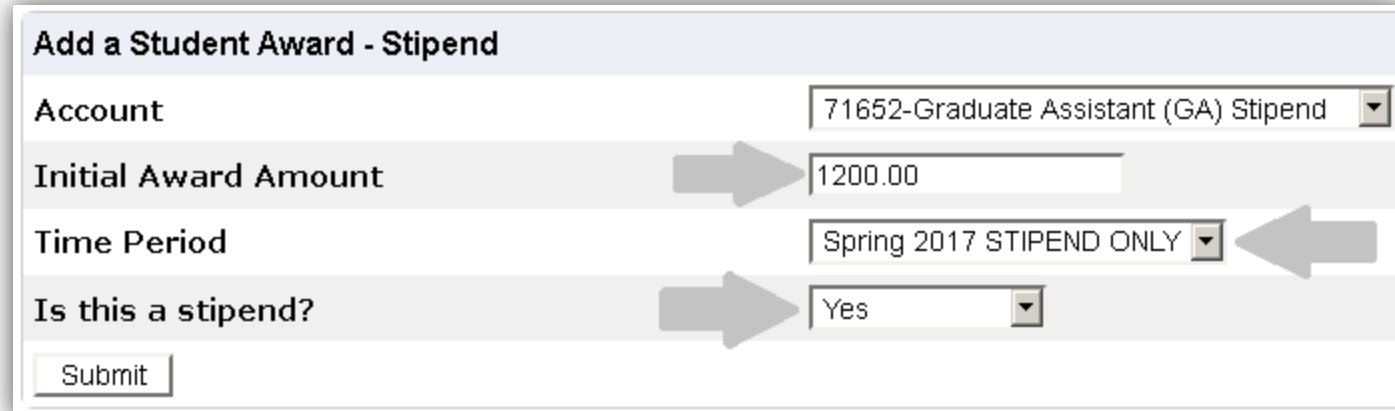
71652-Graduate Assistant (GA) Stipend

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”



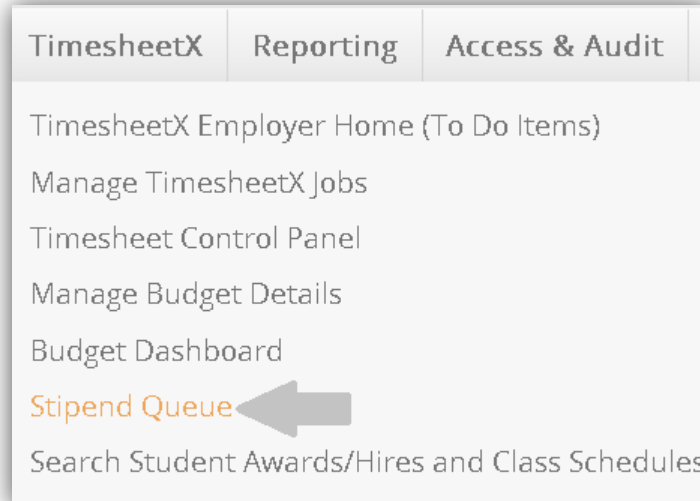
Add a Student Award - Stipend

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

The screenshot shows a web form titled "Add a Student Award - Stipend". It contains four rows of input fields. The first row is "Account" with a dropdown menu showing "71652-Graduate Assistant (GA) Stipend". The second row is "Initial Award Amount" with a text box containing "1200.00". The third row is "Time Period" with a dropdown menu showing "Spring 2017 STIPEND ONLY". The fourth row is "Is this a stipend?" with a dropdown menu showing "Yes". A "Submit" button is located at the bottom left. Three large grey arrows are overlaid on the form: one pointing right to the "Initial Award Amount" field, one pointing left to the "Time Period" field, and one pointing right to the "Is this a stipend?" field.

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:



- 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:



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

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	<div>Available Emmett Brown NextGen TimAdmin Nicholas Spaventa Add >>> <<< Remove Selected Clara Clayton</div>
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

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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)		
Find 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 blue t-shirt and dark shorts walks on a brick path. The background is filled with large, leafy trees and a red brick building. A large, abstract bronze statue is visible on the right side of the image. Overlaid on the image is white text.

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