**COLLEGE OF PUBLIC HEALTH**  
**Procedure**  
**NE-02**  

**HIRING A GRADUATE ASSISTANT OR RESEARCH ASSISTANT**  

## PURPOSE

This process will provide a guideline for how departments will initiate their GA/RA requests, and explain the approval and hiring processes.

## PROCESS INFORMATION

<table>
<thead>
<tr>
<th>Duration: 3 weeks</th>
<th>Contacts Involved:</th>
<th>Contact Info &amp; Involvement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Updated: 06/23/2015</td>
<td>CPH HR, Financial Services, IT Services</td>
<td></td>
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</tbody>
</table>
**Julie Johnson**, HR Manager, 218-5416, Julie@uky.edu  
Hiring employee, setting up stipend  
**Justin Yang**, Grant Support Specialist, 218-2243, cyang5@uky.edu  
Pre-approvals for grants  
**Allen Eskridge**, Director, 218-6586, joseph.eskridge@uky.edu  
Pre-approvals for cost centers  
**Karla Kuhn**, College Financial Analyst, 218-0413, kkuhn2@uky.edu  
Submitting GSAS/SAG form  
**Marc Blevins**, IT Manager, 218-2242, marc.blevins@uky.edu  
Setting up computer/link blue access |
PROCEDURE

The College of Public Health Human Resources Department (HR) will utilize an open enrollment window for requesting and hiring Graduate Assistants (GA) and Research Assistants (RA) for the College of Public Health. The HR department will initiate a college-wide email on or before the first Monday of February (for Fall Semester requests) and the first Monday of October (for Spring Semester requests) to initiate the process of requesting GAs and RAs. The window will close on the third Monday of July for Fall Semester and the third Monday of November for the Spring Semester. If departments submit their requests during this open enrollment period and if their student(s) are approved by the Grants Support Specialist and the College Financial Analyst, the student will have a guaranteed start date that corresponds with the start of the semester. If departments do not submit their requests during the open enrollment period, the student’s first day of employment cannot be guaranteed to start with the corresponding semester.

REQUESTING A NEW EMPLOYEE
The departmental representative requesting the Graduate Assistant (GA) or Research Assistant (RA) assignment will be required to send an email to the College of Public Health Human Resources (HR) department with the following prospective employee’s information:

a. Prospective Employee’s Name
b. Prospective Employee’s Email Address
c. Brief Description of Work Being Performed
d. Role: GA or RA
e. CPH Department for Position
f. CPH Degree Program Prospective Employee Is Enrolled In
g. Proposed First Day of Employment
h. Last Day of Employment (If Known)
i. Supervisor
j. Stipend
k. Position will be Part-Time or Full-Time Hours
l. Cost Center/Grant Fund Number
m. Describe IT Support Needed (i.e. Account Access, Physical Computer)

Note - Emails with incomplete assignment information will cause processing delays.

PRE-APPROVAL FOR POSITION
Within 24 business hours, HR will send an email to either the Grants Support Specialist (for grant-related requests) or the Director (for cost-center related requests) for a pre-approval to charge the requested account.

HIRING PROCESS
Within 36 business hours of obtaining the pre-approval, HR will contact the employee by email to give them the website address to apply for the position online. HR will copy the supervisor of the position on the email to verify this step was completed. If the prospective employee does not
respond within 48 hours, HR will attempt to contact the prospective employee by phone. If they do not respond within 24 hours, HR will contact the departmental requestor to have them notify the prospective employee HR was unable to contact them to apply for the position.

Once the prospective employee has applied for the position, their application will be sent to the Pre-Employment Screening Office (PES) office to initiate their pre-employment screenings. This process can take up to 7 calendar days to receive the results. An email will be generated to the prospective employee and supervisor notifying them of the status change.

Once the PES office has approved their screenings, HR will notify the supervisor of the employee that the supervisor is eligible to initiate a start date with the prospective employee. The supervisor will communicate with HR the prospective employee’s start date.
Note - It is highly suggested, but not mandated, that all student employees start at the beginning of a pay period to avoid receiving a pro-rated first paycheck.

- IMPORTANT -
The prospective employee MUST complete an I-9 in Scovell Hall on or before their first day of work. This applies to all new employees and employees that have been previously separated. CPH HR will communicate with the supervisor of the employee whether or not the employee will need to complete an I-9. If the I-9 is not completed on or before the first day of employment, the start date will have to be rescheduled. After completing the I-9, the employee will bring their I-9 to CPH’s HR department and complete additional new hire paperwork as necessary. Once all of the new hire forms have been completed, HR will enroll the employee into the payroll system promptly.

The HR department will communicate through email with the employee regarding their first paycheck date, their bi-weekly salary and the details regarding their last paycheck quickly following their enrollment in payroll. The departmental contact will be copied on this email to verify the hiring process has been completed.

TUITION AND HEALTH INSURANCE CREDIT (GSAS/SAG FORM)
Once the hiring process is complete, the GA or RA’s GSAS/SAG form will be forwarded to Financial Services for completion.

SETTING UP A COMPUTER FOR STUDENT EMPLOYEES
The Information Technology (IT) department will be notified of prospective employment when department informs HR of prospective employment. The department is required to provide and purchase (if necessary) all computer equipment for their employees. IT will be responsible for setting up and maintaining all computer workstations for employees.