Onboarding Instructions for Supervisors of Graduate Assistants

1. Once your student's hiring proposal has been completed inside of the Applicant Tracking System, you will receive the following email. Upon receiving this email log into ATS https://jobs.indstate.edu/hr/login



2. Select the three dots located next to Applicant Tracking System and then select Employee Records.

Applicant tracking system										welcome, tradara McLaurine My Profile H	eip logout
Applicant Tracking System	TE									User Group:	
Position Management										Student Employment	Ľ
Employee Records	 Applica 	ants -	Hiring Proposa	ls - Onboa	rding Events -					Shortcuts	-
	ine Recruitment	System									
OTHER TOOLS										71 Filled Postings	
Admin	-	Postings 12	Users 2	Hiring Proposals 2	Position Descriptio	n Requests 5	Onboarding Tasks	Special Handling Lists		Last 30 days	
Indiana State University Employee Portal											
								Filters			
	be displayed										
	be uispiayeu.										
	-										
					Pos	tings Hiring I	roposals Positio	n Description Requests 1		Staff Faculty Student	
								Unwatch Postings		Applicants Per Day Last Week	
									40		
	be displayed.										
									20		
									0Sur	Mon Tue Wed Thu Fri	Sat

3. Locate the Graduate Assistantship Pay Authorization Employee Certification document for the graduate assistant that you would like to work on and select **View**.

^

)	My Tasks				
asks	Bring Pieces of Identification to Career Center	Jessica Clark Surface	New Hire Graduate Assistantship	8/12/2021	Mark as Done
)	Bring Pieces of Identification to Career Center	Lauren Wright	Student New Hire Checklist w/o Background	5/20/2021	Mark as Done
Porns	Bring Pieces of Identification to Career Center	Jacob Shaw	Student New Hire Checklist w/o Background	8/2/2021	Mark as Done
25	Bring Pieces of Identification to Career Center	Lane Miller	Student New Hire Checklist w/o Background	5/28/2021	Mark as Done
	Bring Pieces of Identification to Career Center	Daniel Bailey	Student New Hire Checklist w/o Background	6/1/2021	Mark as Done
ng	Bring Pieces of Identification to Career Center	David Allison	Student New Hire Checklist w/o Background	6/1/2021	Mark as Done
í	Bring Pieces of Identification to Career Center	Abigale Barnett	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done
nd Letters	Bring Pieces of Identification to Career Center	Xandra Dungan	Student New Hire Checklist w/o Background	8/5/2021	Mark as Done
l <u>I</u> → orts	Bring Pieces of Identification to Career Center	Madeline Smith	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done
5	Bring Pieces of Identification to Career Center	Lucas Thompson	Student New Hire Checklist w/o Background	8/5/2021	Mark as Done
ration	Bring Pieces of Identification to Career Center	Ashlyn Conrad	Student New Hire Checklist w/Background Check	6/1/2021	Mark as Done
	Bring Pieces of Identification to Career Center	Hayley Medsker	Student New Hire Checklist w/o Background	5/31/2021	Mark as Done
	Bring Pieces of Identification to Career Center	Kristin Wentz	Student New Hire Checklist w/o Background	5/27/2021	Mark as Done
	Bring Pieces of Identification to Career Center	Elyssa Secrest	Student New Hire Checklist w/o Background	6/7/2021	Mark as Done
	Bring Pieces of Identification to Career Center	Nash Simpson	Student New Hire Checklist w/o Background	6/4/2021	Mark as Done
	Graduate Assistantship Pay Authorization Employee Certification	Brittany Frederick	Returning Graduate Assistantship	5/27/20	View
	Tuition Fellowship and Scholarships	Brittany Frederick	Returning Graduate Assistantship	5/27/2021	View
	1 - 110 of 110 Results				Results Per Page 250

4. Enter the required information for the graduate assistant you are hiring then select Save Final.

	Tour "My Tasks"	Graduate Assistantship Pay Authorization Employee Certification	⊗	@ Q 🚻 I
My Tasks	My Tasks Needs Attention Completed All	Graduate Assistantship Pay Authorization Employee Certification	^ 	0
Files	Task	Please select the appropriate appointment term.	Due Date D	elete Actions
Filing		Academic Year Fail Semester Only	5/13/2021	Sign/Appv/Rev
Contracts and Letters	-9 	Spring Semister Only II: Week Summer Term beginning in May UI: Week Summer Term beginning in June	8/2/2021	Sign/Appv/Rev
Reports	1-9	7- Week Summer Term beginning in May 4 Week Summer Term	8/2/2021 2/12/2021	Sign/Appv/Rev
Configuration	I-9 I-9	If you selected a four week summer term, please enter the date selected on the hiring proposal.	5/13/2021	Sign/Appv/Rev
	1-9 1-9	If you did not select a four week summer term, please enter N/A	8/4/2021	Sign/Appv/Rev Sign/Appv/Rev
	1-9	Enter the weekly service hours. (neuros	8/1/2021	Sign/Appv/Rev
	1-9	This number should match what was entered on the hiring proposal.	8/1/2021 8/4/2021	Sign/Appv/Rev
	I-9	Close Print Print as PDF Save Fina	8/4/2021	Sign/Appv/Rev Sign/Appv/Rev
* ■ ク 単				11:48.4

5. Read the Electronic Signature Statement then select the check box and type your name in the signature box and select **Submit.**

	ANA STATE Tour "My Tasks"	Graduate Assistantship Pay Authorization Employee Certification	×		ଡ ୧	TM	
My Tasks	My Tasks	Workflow	^				,
Available Forms	Needs Attention Completed	Attached Workflow Graduate Assistantship Pay Authorization Current Status Submitted Submitted Submitted				0	
Files	Task	Submitted Date USE/TADE at D241 FW Submitted By Tradara McLaurine Workflow Steps		Due Date Delete	Actions		
Filing	1.9	Current 1 Signature by Supervisor: Tradara McLaurine + 1		5/13/2021	Sign/Appv/Rev		
ď	I-9 	Forthcoming 2 Signature by Direct Report: Brittany Frederick		5/13/2021	Sign/Appv/Rev		
Contracts and Letters	1.9	Forthcoming 3 Approval by Supervisor: Tradara McLaurine + 1		8/2/2021	Sign/Appv/Rev		
Reports	1-9	Performing 4 Signature by Group: Student Employment Forthcoming 5 Review by Group: Student Employment		8/2/2021	Sign/Appv/Rev		
Configuration	I-9 	Forthcoming 6 Approval by Group: Staff Payroll Group		2/12/2021	Sign/Appv/Rev		
		Cign		JI JI JI LOLI	Sign/Appv/Rev		
	1-9	SIBII Current User Tradara McLaurine		8/4/2021	Sign/Appv/Rev		
	1-9	Date 5/27/2021		0/0/2024	Sign/Appv/Rev		
	1-9	Tou are the first signaturerapprovaureview in this form's workflow. Prease signrapprovereview. Signature (required)		8/1/2021	Sign/Appv/Rev		
	1-9	I have read and accept the <u>Electronic Signature Statement</u> received		8/4/2021	Sign/Appv/Rev		
	1-9	Close Print F Submit Unlock	ř		Sign/Appv/Rev		
	SUPPORT 1-9			8/4/2021	Sign/Appv/Rev		

6. Locate the Tuition Fellowship and Scholarships document for the graduate assistant that you would like to work on and select **View.**

· · · · · · · · · · · · · · · · · · ·		or other of the second of the		a contraction and a contraction of a big interior in a managed in	····· • ················					
	NA S ERSIT	TATE Y Tour "My Tasks"				0 Q 📶 🏭				
	My Tasks									
My Tasks		Bring Pieces of Identification to Career Center	Patrick Wright	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done				
E Aupilable Forms		Bring Pieces of Identification to Career Center	Jessica Clark Surface	New Hire Graduate Assistantship	8/12/2021	Mark as Done				
Available Forms		Bring Pieces of Identification to Career Center	Lauren Wright	Student New Hire Checklist w/o Background	5/20/2021	Mark as Done				
Files		Bring Pieces of Identification to Career Center	Jacob Shaw	Student New Hire Checklist w/o Background	8/2/2021	Mark as Done				
		Bring Pieces of Identification to Career Center	Lane Miller	Student New Hire Checklist w/o Background	5/28/2021	Mark as Done				
Filing		Bring Pieces of Identification to Career Center	Daniel Bailey	Student New Hire Checklist w/o Background	6/1/2021	Mark as Done				
Ľ		Bring Pieces of Identification to Career Center	David Allison	Student New Hire Checklist w/o Background	6/1/2021	Mark as Done				
Contracts and Letters		Bring Pieces of Identification to Career Center	Abigale Barnett	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done				
Reports		Bring Pieces of Identification to Career Center	Xandra Dungan	Student New Hire Checklist w/o Background	8/5/2021	Mark as Done				
-		Bring Pieces of Identification to Career Center	Madeline Smith	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done				
Configuration		Bring Pleces of Identification to Career Center	Lucas Thompson	Student New Hire Checklist w/o Background	8/5/2021	Mark as Done				
		Bring Pieces of Identification to Career Center	Ashlyn Conrad	Student New Hire Checklist w/Background Check	6/1/2021	Mark as Done				
		Bring Pieces of Identification to Career Center	Hayley Medsker	Student New Hire Checklist w/o Background	5/31/2021	Mark as Done				
		Bring Pieces of Identification to Career Center	Kristin Wentz	Student New Hire Checklist w/o Background	5/27/2021	Mark as Done				
		Bring Pleces of Identification to Career Center	Elyssa Secrest	Student New Hire Checklist w/o Background	6/7/2021	Mark as Done				
		Bring Pieces of Identification to Career Center	Nash Simpson	Student New Hire Checklist w/o Background	6/4/2021	Mark as Done				
		Tuition Fellowship and Scholarships	Brittany Frederick	Returning Graduate Assistantship	5/27/2021	View				
	1 - 10	08 of 108 Results				Results Per Page 250 V				
	SUPPORT					Mark Complete				

7. Enter the required information for the graduate assistant you are hiring then select **Save Final**.

INDIANA STATE UNIVERSITY		Tuition Fellowship and Scholarships		🛛 ର 🔟 🏢
	My Tasks		^	
My Tasks	Bring Pieces of Identification to Career	Tuition Fellowship and Scholarships	8/12/2021	Mark as Done
8	Bring Pieces of Identification to Career		8/12/2021	Mark as Done
Available Forms	Bring Pieces of Identification to Career		5/20/2021	Mark as Done
Files	Bring Pieces of Identification to Career		8/2/2021	Mark as Done
B	Bring Pieces of Identification to Career	Employee Information	5/28/2021	Mark as Done
Filing	Bring Pieces of Identification to Career	Full Name Income	6/1/2021	Mark as Done
Ľ	Bring Pieces of Identification to Career	Brittany Frederick	6/1/2021	Mark as Done
Contracts and Letters	Bring Pieces of Identification to Career		8/12/2021	Mark as Done
lilli >	Bring Pieces of Identification to Career	Employee ID required	8/5/2021	Mark as Done
Reports	Bring Pieces of Identification to Career	Employee ID Please enter the student's university ID number	8/12/2021	Mark as Done
Configuration	Bring Pieces of Identification to Career		8/5/2021	Mark as Done
	Bring Pieces of Identification to Career	College/School: required	6/1/2021	Mark as Done
	Bring Pieces of Identification to Career		5/31/2021	Mark as Done
	Bring Pieces of Identification to Career	Department Name required	5/27/2021	Mark as Done
	Bring Pieces of Identification to Career		6/7/2021	Mark as Done
	Bring Pieces of Identification to Career		6/4/2021	Mark as Done
	Tuition Fellowship and Scholarships	Department information	5/27/2021	View
	1 - 108 of 108 Results SUPPORT	Close Print Print as PDP Save Final	v.	Results Per Page 250 V Mark Complete V

8. Select Submit.

UNIVI	ERSITY Tour "My Tasks"	Tuition Fellowship and Scholarships	*	e 4 🝈 :
	My Tasks	Workflow	^	
My Tasks	Bring Pieces of Identification to 0	Attached Workflow Tuition Fellowship and Scholarships	8/12/2021	Mark as Done
B	Bring Pieces of Identification to 0	Current Status Submitted	8/12/2021	Mark as Done
Available Forms	Bring Pieces of Identification to 0	er Submitted Date 05/27/2021 at 02:54 PM	5/20/2021	Mark as Done
Files	Bring Pieces of Identification to 0	Submitted By Tradara McLaurine Workflow Steps	8/2/2021	Mark as Done
B	Bring Pieces of Identification to 0	ee	5/28/2021	Mark as Done
Filing	Bring Pieces of Identification to 0	Current 1 Review by Supervisor: Tradara McLaurine + 1	6/1/2021	Mark as Done
ď	Bring Pieces of Identification to 0	Forthcoming 2 Signature by Direct Report: Brittany Frederick	6/1/2021	Mark as Done
Contracts and Letters	Bring Pieces of Identification to 0	er	8/12/2021	Mark as Done
<u>lılı</u> →	Bring Pieces of Identification to 0	4 Signature by Group: College of Graduate & Professional Studies	8/5/2021	Mark as Done
eter eter	Bring Pieces of Identification to 0	er	8/12/2021	Mark as Done
Configuration	Bring Pieces of Identification to 0	er .	8/5/2021	Mark as Done
	Bring Pieces of Identification to 0	Review	6/1/2021	Mark as Done
	Bring Pieces of Identification to 0	Current User Tradara McLaurine	5/31/2021	Mark as Done
	Bring Pieces of Identification to 0	er You are the first signature/approval/review in this form's workflow. Please sign/approve/review.	5/27/2021	Mark as Done
	Bring Pieces of Identification to 0	er	6/7/2021	Mark as Done
	Bring Pieces of Identification to 0	er Comments	6/4/2021	Mark as Done
	Tuition Fellowship and Scholarsh		5/27/2021	View
	1 - 108 of 108 Results	Close Print Submit Unlock	•	Results Per Page 250 V