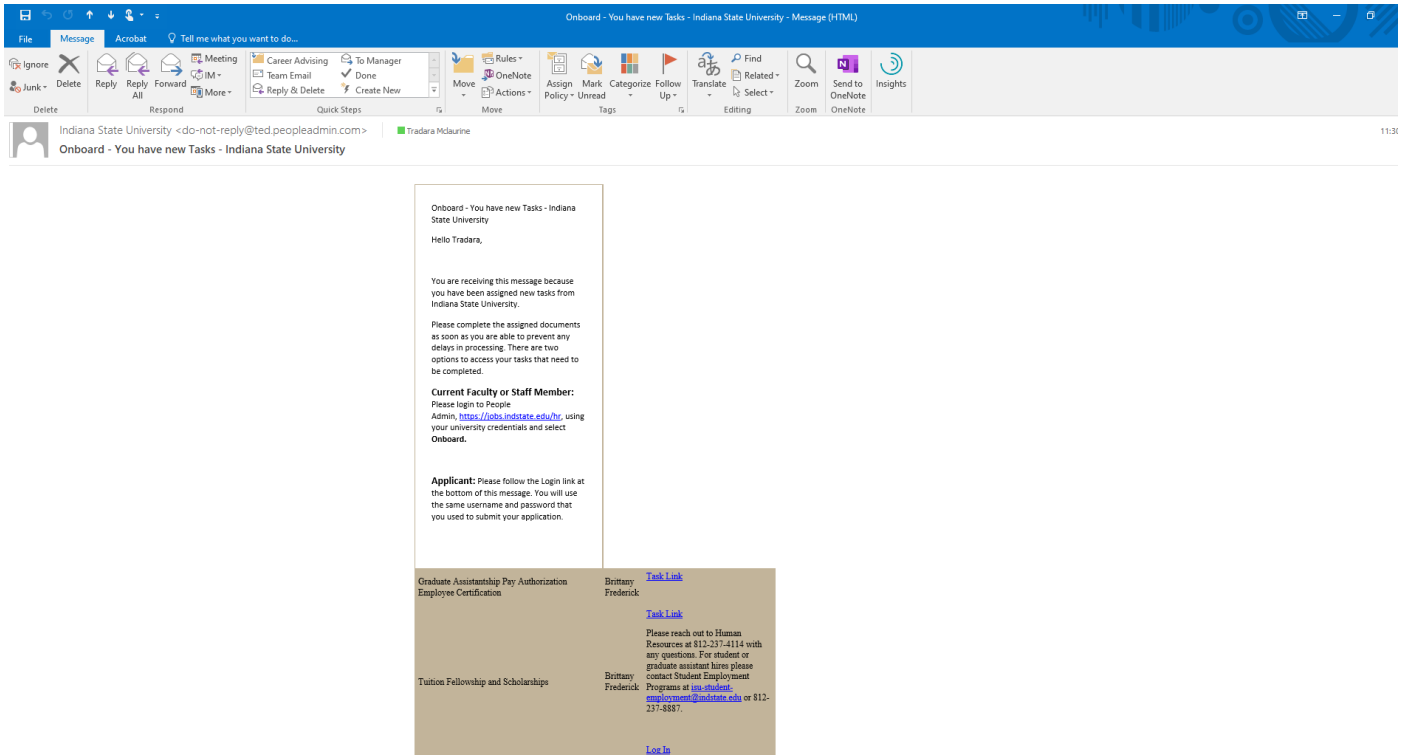
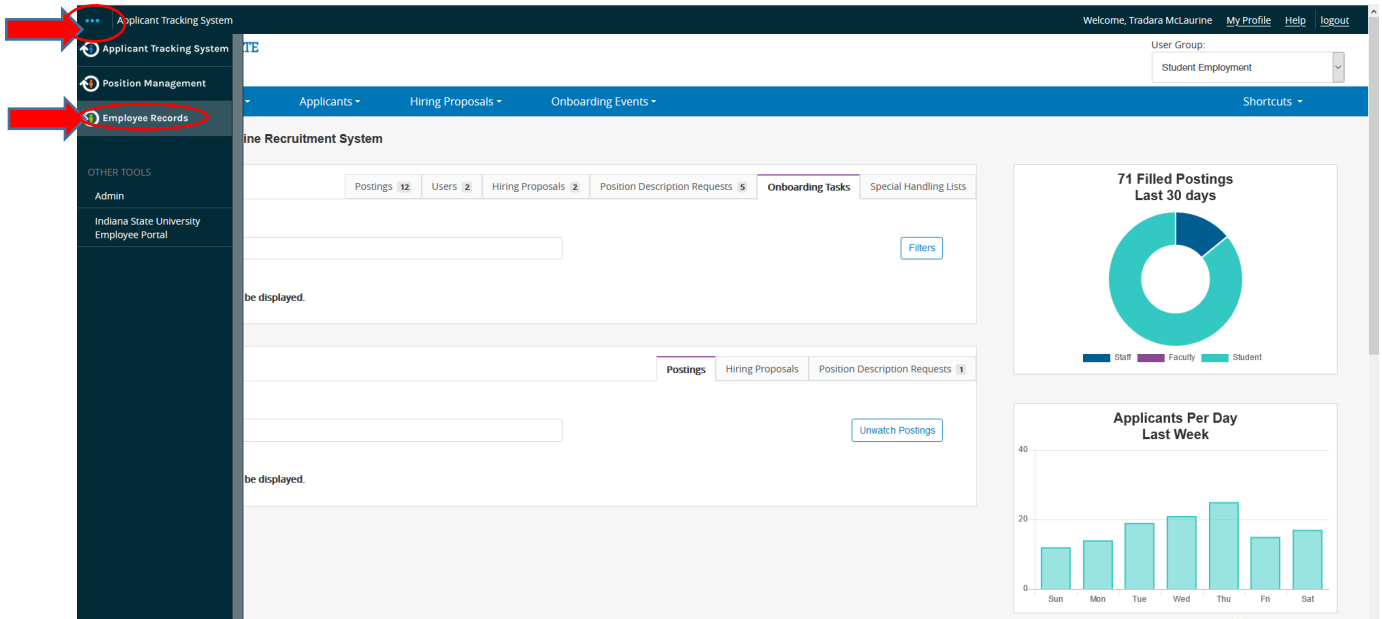


Onboarding Instructions for Supervisors of Graduate Assistants

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**.



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

Task	Employee	Task Type	Due Date	Action
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
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
Bring Pieces of Identification to Career Center	Daniel Bailey	Student New Hire Checklist w/o Background	6/1/2021	Mark as Done
Bring Pieces of Identification to Career Center	David Allison	Student New Hire Checklist w/o Background	6/1/2021	Mark as Done
Bring Pieces of Identification to Career Center	Abigale Barnett	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done
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
Bring Pieces 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 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	5/27/2021	View
Tuition Fellowship and Scholarships	Brittany Frederick	Returning Graduate Assistantship	5/27/2021	View

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

Graduate Assistantship Pay Authorization Employee Certification

Please select the appropriate appointment term. (required)
This should match the hiring proposal.

- Academic Year
- Fall Semester Only
- Spring Semester Only
- 11- Week Summer Term beginning in May
- 8- Week Summer Term beginning in June
- 7- Week Summer Term beginning in May
- 4 Week Summer Term

If you selected a four week summer term, please enter the date selected on the hiring proposal. (required)
[Input Field]

If you did not select a four week summer term, please enter N/A

Enter the weekly service hours. (required)
[Input Field]

This number should match what was entered on the Hiring proposal.

[Close] [Print] [Print as PDF] [Save Final]

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

Indiana State University
Tour "My Tasks"

Graduate Assistantship Pay Authorization Employee Certification

Workflow

Attached Workflow: Graduate Assistantship Pay Authorization
Current Status: Submitted
Submitted Date: 05/27/2021 at 02:41 PM
Submitted By: Tradara McLaurine

Workflow Steps:

- Current** 1. Signature by Supervisor: Tradara McLaurine + 1
2. Signature by Direct Report: Brittany Frederick
3. Approval by Supervisor: Tradara McLaurine + 1
4. Signature by Group: College of Graduate & Professional Studies
5. Review by Group: Student Employment
6. Approval by Group: Staff Payroll Group

Sign

Current User: Tradara McLaurine
Date: 5/27/2021

You are the first signature/approval/review in this form's workflow. Please sign/approve/review.

Signature:

I have read and accept the Electronic Signature Statement required

Buttons: Close, Print, **Submit**, Unlock

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

Indiana State University
Tour "My Tasks"

My Tasks

Task	User	Document	Due Date	Action
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Patrick Wright	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Jessica Clark Surface	New Hire Graduate Assistantship	8/12/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Lauren Wright	Student New Hire Checklist w/o Background	5/20/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Jacob Shaw	Student New Hire Checklist w/o Background	8/2/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Lane Miller	Student New Hire Checklist w/o Background	5/28/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Daniel Bailey	Student New Hire Checklist w/o Background	6/1/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	David Allison	Student New Hire Checklist w/o Background	6/1/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Abigale Barnett	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Xandra Dungan	Student New Hire Checklist w/o Background	8/5/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Madeline Smith	Student New Hire Checklist w/o Background	8/12/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Lucas Thompson	Student New Hire Checklist w/o Background	8/5/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Ashlyn Conrad	Student New Hire Checklist w/Background Check	6/1/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Hayley Medsker	Student New Hire Checklist w/o Background	5/31/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Kristin Wentz	Student New Hire Checklist w/o Background	5/27/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Elyssa Secrest	Student New Hire Checklist w/o Background	6/7/2021	Mark as Done
<input type="checkbox"/> Bring Pieces of Identification to Career Center	Nash Simpson	Student New Hire Checklist w/o Background	6/4/2021	Mark as Done
<input type="checkbox"/> Tuition Fellowship and Scholarships	Brittany Frederick	Returning Graduate Assistantship	5/27/2021	View

1 - 108 of 108 Results

Results Per Page: 250

Mark Complete

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

Tuition Fellowship and Scholarships

Employee Information

Full Name (required)
Brittany Frederick

Employee ID (required)
Employee ID

Please enter the student's university ID number.

College/School: (required)

Department Name (required)

Department Information

Close Print Print as PDF **Save Final**

8. Select **Submit**.

Tuition Fellowship and Scholarships

Workflow

Attached Workflow: Tuition Fellowship and Scholarships

Current Status: Submitted

Submitted Date: 05/27/2021 at 02:54 PM

Submitted By: Tradara McLaurine

Workflow Steps

- Current** 1. Review by Supervisor: Tradara McLaurine + 1
2. Signature by Direct Report: Brittany Frederick
3. Signature by Supervisor: Tradara McLaurine + 1
4. Signature by Group: College of Graduate & Professional Studies
5. Review by Candy Cook

Review

Current User: Tradara McLaurine

Date: 5/27/2021

You are the first signature/approval/review in this form's workflow. Please sign/approve/review.

Comments

Close Print **Submit** Unlock