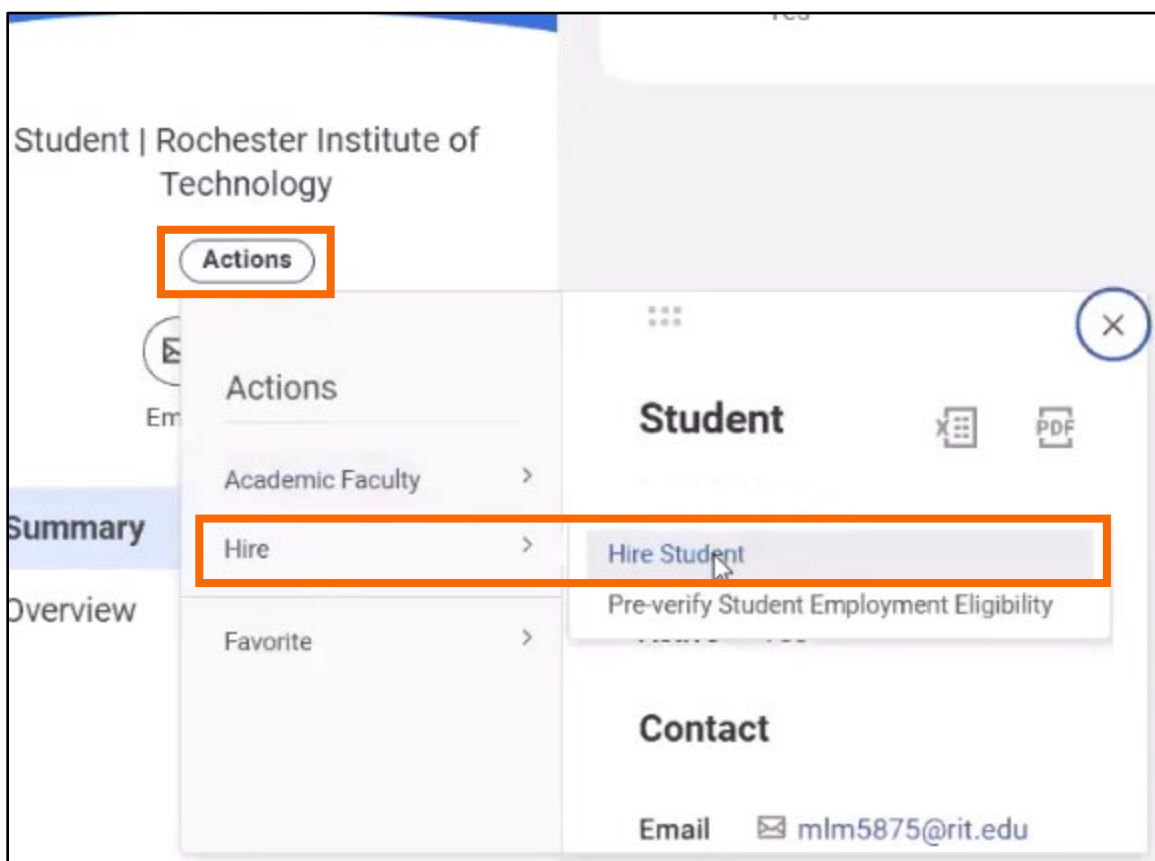


This guide provides step-by-step instructions for appointing a Graduate Research Assistant (GRA) in Workday. GRAs are non-employees and require specific setup steps.

Submitting a GRA

The process for appointing a GRA is similar to hiring employees but with key differences for non-employee status.

1. Begin the process using the Hire Student workflow in Workday, beginning from the student record.
 - a. Open the student who will be the GRA and then select **Actions | Hire | Hire Student**.



- b. Select the **Supervisory Organization**.
Note: When hiring students, select the Sup Org that has STUD-JM at the end.
 - c. Set the first day of work.
Note: GRAs do not require a job requisition in Workday.
 - d. Set the **Employee Type**. Select **Non-Employee** as the employee type.
 - e. Enter an **end date** for the assignment (e.g., end of semester).
 - f. Fill in all required fields (location, job profile, etc.).
 - g. Select **Job Profile**, then select **Non-Employee Student**.
 - i. Specify the type of GRA (e.g., Masters, PhD).
 - ii. For leadership stipend roles, use the same process but select the **Leadership** employee type.

2. Enter **Work Details**

- a. **Activity Pay** will auto fill for pay type.
- b. Choose **Part Time** for time type.
- c. Enter scheduled weekly hours
Note: Weekly hours cannot exceed 20.

3. Assign **Organizations**

- a. Enter **RIT** as the company.
- b. Enter the appropriate **cost center**.
- c. Select **student employee** for **Security** to ensure visibility and access.
Note: Security must be set to Student to ensure the correct access in Workday.

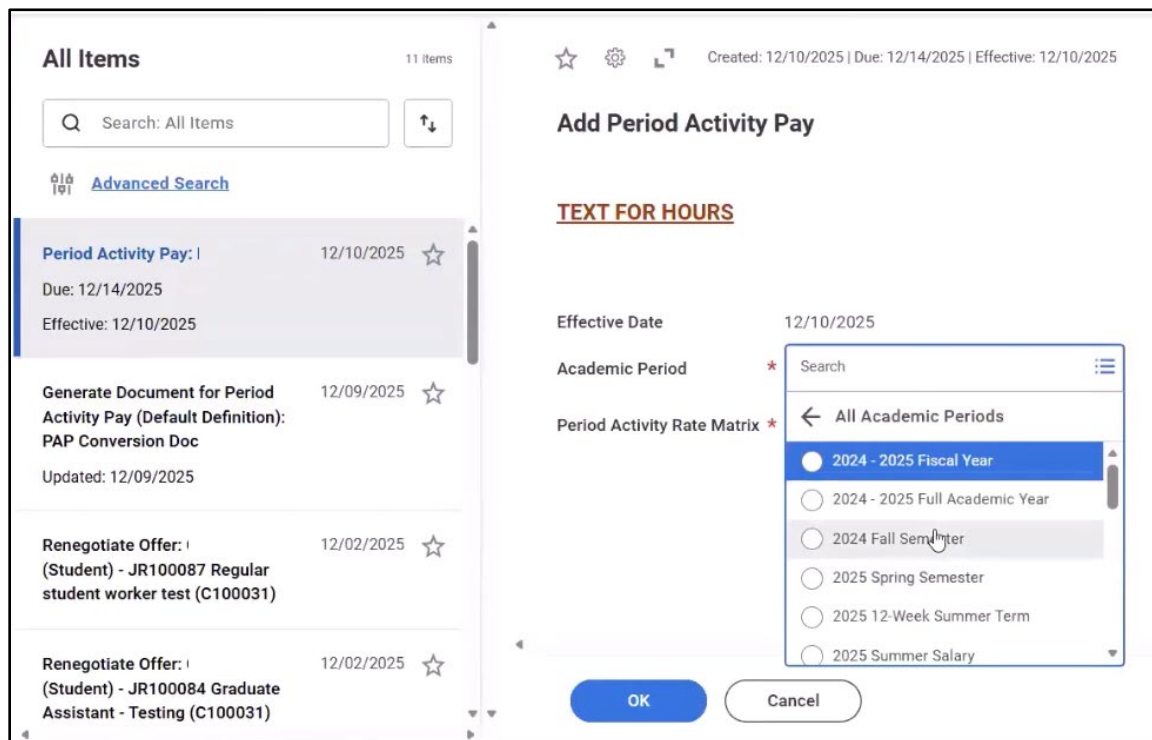


The screenshot shows a Workday interface with a light gray background. At the top, the word "Other" is displayed in a bold, dark gray font. Below it, the "Operating Unit" field is shown with a pencil icon to its right. The field contains the text "OU230 College of Science (COS)". Below the "Operating Unit" field, the "Security" field is shown with a dropdown arrow icon to its right. The dropdown menu is open, showing a search bar with the text "Search" and a list of options. The first option, "Student Employee", is highlighted with a blue background and has a small "x" icon to its left. To the right of the "Security" field, there are two small icons: a circular arrow and a star.

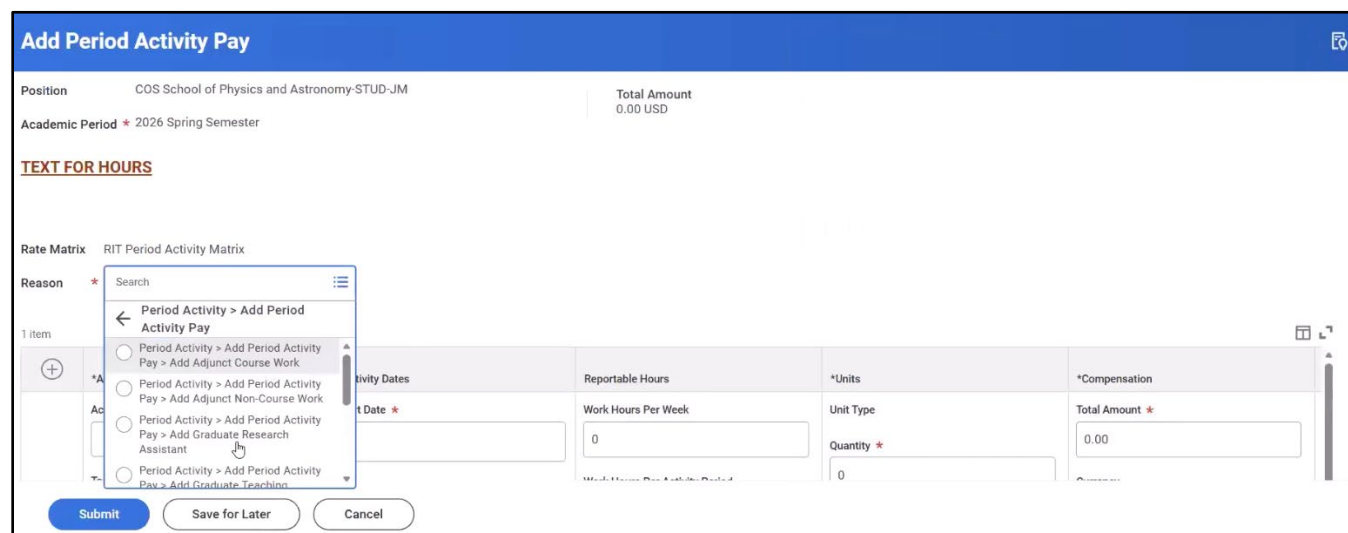
4. In the **Propose Compensation** step, leave compensation fields as zero. Period Activity Pay will be entered elsewhere. Select **Submit**.

Add Period Activity Pay

1. Open your **My Tasks Inbox** and select the **Period Activity Pay** task for the student you are hiring.



- a. Select the relevant **academic period** and then select **OK**.
- b. The Add Period Activity Pay screen displays. Choose the correct **Reason** (for example, GRA Masters).



- c. Enter a Principal Investigator (PI) or faculty member in the **Comment** field, and then add **start and end dates, weekly hours, and stipend** amount.



- d. Enter the **cost center** again for costing overrides.
Note: If you need to add grants or projects you would do it in costing overrides
- e. Select **Submit**.

Approvals

1. GRAs require approval from the Graduate School in some situations where the student is not fully registered.
 - a. Approval step will only appear for part-time or non-fully registered students.
Note: Approval steps vary based on student registration status, and the specific funding for the role.

Offer Letter & Onboarding

1. Generate the offer letter for the GRA and select **Submit**.
2. The student must review, agree, and accept the offer letter in Workday.
3. The student will then complete their onboarding in Workday. Onboarding documents are limited (for example, direct deposit setup. You will need to perform any additional onboarding tasks in your area outside of Workday).

Final Steps

1. Once submitted, the student is appointed as a GRA.
 - a. You can view compensation and pay history in Workday.
 - b. This process is similar for leadership stipends and graduate traineeships.