**TEACHING ASSISTANT**

We create new Teaching Assistant jobs every semester. For the Fall 2021 Semester, the begin date of the job should be 08/23/21; the end date of the job should be 01/05/22.

The College of Letters and Science has eliminated the Senior/Standard distinction for Teaching Assistants. TA Senior can be used for any TA who was a TA Senior in Spring 2018 or earlier. All other TAs are appointed as TA Standard.

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**TEACHING ASSISTANT**

**To eliminate duplication, please be sure to check both the Add a Person page and the Legacy Person Search page to see if the student already has an Empl ID.**

Add a Person--NavBar > Workforce Administration > Personal Information > Add a Person
Legacy Person Search--NavBar > Workforce Administration > Personal Information > Legacy Person Search

If a student is a BRAND NEW employee who does not have an Empl ID, please do the following:

**Decentralized Departments** and **Centralized with Delegations (C+) Departments**: Enter the student in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

**Centralized Departments**: Complete and send an L&S ET, SA, OT, $0 Hiring Form to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).

This form can be found at: L&S ET, SA, OT, $0 Hiring Form: [https://kb.wisc.edu/ls/58371](https://kb.wisc.edu/ls/58371)

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**TEACHING ASSISTANT**

If a student is NOT a brand new employee and already has an Empl ID, please do the following:

**Decentralized Departments** and **C+ Departments**: Enter the student in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

**Centralized Departments**: Complete and send the attached Excel form (use Teaching Asst tab) to your L&S Human Resources/Payroll Representative (see the most recent contact information at [https://kb.wisc.edu/ls/60443](https://kb.wisc.edu/ls/60443)).
**PA-GRADER/READER**

We create new PA-Grader/Reader jobs every semester. For the Fall 2021 Semester, the begin date of the job should be first day of work (any date between 08/23/21 and 01/05/22); the end date of the job should be 01/05/22.

To ensure the hours worked will not exceed the approved number of hours, all departments are responsible for keeping track of the hours.

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**PA-GRADER/READER**

**To eliminate duplication, please be sure to check both the Add a Person page and the Legacy Person Search page to see if the student already has an Empl ID.**

Add a Person-- NavBar > Workforce Administration > Personal Information > Add a Person
Legacy Person Search-- NavBar > Workforce Administration > Personal Information > Legacy Person Search

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If a student is a BRAND NEW employee who does not have an Empl ID, please do the following:

**Decentralized Departments** and **Centralized with Delegations (C+) Departments**: Enter the student in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

**Centralized Departments**: Complete and send an L&S ET, SA, OT, $0 Hiring Form to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).

This form can be found at:
L&S ET, SA, OT, $0 Hiring Form: https://kb.wisc.edu/ls/58371

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**PA-GRADER/READER**

If a student is NOT a brand new employee and already has an Empl ID, please do the following:

**Decentralized Departments** and **C+ Departments**: Enter the student in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

**Centralized Departments**: Complete and send the attached Excel form (use PA-Grader/Reader tab) to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).
A-BASIS AND C-BASIS PROJECT ASSISTANT

** To eliminate duplication, please be sure to check both the Add a Person page and the Legacy Person Search page to see if the student already has an Empl ID. **

Add a Person-- NavBar > Workforce Administration > Personal Information > Add a Person
Legacy Person Search-- NavBar > Workforce Administration > Personal Information > Legacy Person Search

If a student is a BRAND NEW employee who does not have an Empl ID, please do the following: **Decentralized Departments** and **Centralized with Delegations (C+) Departments**: Enter the student in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

**Centralized Departments**: Complete and send an L&S ET, SA, OT, $0 Hiring Form to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).

This form can be found at:
L&S ET, SA, OT, $0 Hiring Form: https://kb.wisc.edu/ls/58371

A-BASIS AND C-BASIS PROJECT ASSISTANT

If a student is NOT a brand new employee and already has an Empl ID but will have a NEW JOB, please do the following: **Decentralized Departments** and **C+ Departments**: Enter the student in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

**Centralized Departments**: Complete and send the attached Excel form (use Project Asst tab) to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).

A-BASIS AND C-BASIS PROJECT ASSISTANT

If a student is CONTINUING the SAME JOB he/she had in the previous semester, please do the following: **Decentralized Departments** and **C+ Departments**: Enter the student’s new Expected Job End Date (EJED) in JEMS-Job Change. Also enter the new Standard Hours, if they will change in the upcoming semester. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job change(s) into HRS.

**Centralized Departments**: Complete and send the attached Excel form (use Project Asst tab) to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).

NOTE: Please be sure to include the Position # if there is a Standard Hours change.
**To eliminate duplication, please be sure to check both the Add a Person page and the Legacy Person Search page to see if the student already has an Empl ID.**

Add a Person-- NavBar > Workforce Administration > Personal Information > Add a Person
Legacy Person Search-- NavBar > Workforce Administration > Personal Information > Legacy Person Search

Note: The Continuity Code for all Research Assistant jobs is Fixed-Term Renewable (03). RA jobs do not have an Expected Job End Date (EJED) and do not terminate until you take action to end the job.

If a student is a BRAND NEW employee who does not have an Empl ID, please do the following:

**Decentralized Departments** and **Centralized with Delegations (C+) Departments**: Enter the student in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

**Centralized Departments**: Complete and send an L&S ET, SA, OT, $0 Hiring Form to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).

This form can be found at:
L&S ET, SA, OT, $0 Hiring Form: https://kb.wisc.edu/ls/58371

If a student is NOT a brand new employee and already has an Empl ID but will have a NEW JOB, please do the following:

**Decentralized Departments** and **C+ Departments**: Enter the student in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

**Centralized Departments**: Complete and send the attached Excel form (use Research Asst tab) to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).
A-BASIS AND C-BASIS RESEARCH ASSISTANT, Cont’d

If a student is CONTINUING the SAME JOB he/she had in the previous semester, please do the following:

**Decentralized Departments** and **C+ Departments:**
No action is needed to extend the job because RA jobs do not have an EJED. But if there is a Standard Hours change, enter the student’s new Standard Hours in JEMS-Job Change. You will add funding rows in HRS, if needed.

**Centralized Departments:**
No action is needed to extend the job because RA jobs do not have an EJED. But if there is a Standard Hours change, complete and send an L&S Job Change Form to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443). Also, if there is a change in funding, complete and send a Funding Data Form to your L&S Human Resources/Payroll Representative.

These forms can be found at:
L&S Job Change Form: https://kb.wisc.edu/ls/58371
Funding Data Form: https://uwservice.wisc.edu/docs/forms/fin-funding-data.pdf

A-BASIS AND C-BASIS RESEARCH ASSISTANT

If a student is NOT continuing the SAME JOB he/she had in the previous semester, please do the following:

**Decentralized Departments** and **C+ Departments:** Enter the student in JEMS-Job Change to terminate the job.

**Centralized Departments:** Complete and send an L&S Job Change Form to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443) to terminate the job.

This form can be found at:
L&S Job Change Form: https://kb.wisc.edu/ls/58371
SHORT TERM STAFF
The approval process for all Short Term Staff remains unchanged from prior semesters.

SHORT TERM STAFF
** To eliminate duplication, please be sure to check both the Add a Person page and the Legacy Person Search page to see if the individual already has an Empl ID. **

Add a Person-- NavBar > Workforce Administration > Personal Information > Add a Person
Legacy Person Search-- NavBar > Workforce Administration > Personal Information > Legacy Person Search

If a Short Term Staff is a BRAND NEW employee who does not have an Empl ID or
If a Short Term Staff is NOT a brand new employee and already has an Empl ID but will have a NEW JOB, please do the following:

Decentralized Departments and Centralized with Delegations (C+) Departments: For open recruitment hires, finalize the JEMS-New Hire entry that was loaded from TREMS. For all other hires, enter the Short Term Staff in JEMS-New Hire. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job into HRS.

Centralized Departments: Complete and send an L&S Hiring Form to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443).

These forms can be found at:
L&S FA, AS, LI Hiring Form (for Academic Staff): https://kb.wisc.edu/ls/58371
L&S ET, SA, OT, $0 Hiring Form (for Lecturer SA): https://kb.wisc.edu/ls/58371

SHORT TERM STAFF
If a Short Term Staff is CONTINUING the SAME JOB he/she had in the previous semester, please do the following:

Decentralized Departments and C+ Departments: Enter the Short Term Staff’s new Expected Job End Date (EJED) in JEMS-Job Change. Also enter the new Standard Hours, if those will change in the upcoming semester. You will add funding rows in HRS after your L&S Human Resources/Payroll Representative has processed the job change(s) into HRS.

Centralized Departments: Complete and send an L&S Job Change Form to your L&S Human Resources/Payroll Representative (see the most recent contact information at https://kb.wisc.edu/ls/60443) to change the Expected Job End Date and, if applicable, the Standard Hours. Also, if there is a change in funding, complete and send a Funding Data Form to your L&S Human Resources/Payroll Representative.

These forms can be found at:
L&S Job Change Form: https://kb.wisc.edu/ls/58371
Funding Data Form: https://uwservice.wisc.edu/docs/forms/fin-funding-data.pdf
<table>
<thead>
<tr>
<th>Title</th>
<th>EID (Employee ID) Status</th>
<th>D &amp; C+ Departments</th>
<th>C Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA</td>
<td><strong>Student without EID</strong></td>
<td>Enter the student in JEMS- New Hire.</td>
<td>Complete L&amp;S ET, SA, OT, $0 Hiring Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td></td>
<td><strong>Student with EID</strong></td>
<td>Enter the student in JEMS- New Hire.</td>
<td>Complete Excel form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td>PA-G/R</td>
<td><strong>Student without EID</strong></td>
<td>Enter the student in JEMS- New Hire.</td>
<td>Complete L&amp;S ET, SA, OT, $0 Hiring Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td></td>
<td><strong>Student with EID</strong></td>
<td>Enter the student in JEMS- New Hire.</td>
<td>Complete Excel form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td>PA</td>
<td><strong>Student without EID</strong></td>
<td>Enter the student in JEMS- New Hire.</td>
<td>Complete L&amp;S ET, SA, OT, $0 Hiring Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td></td>
<td><strong>Student with EID</strong></td>
<td>* If NEW job: Enter the student in JEMS- New Hire. * If CONTINUING job: Enter the new EJED in JEMS- Job Change.</td>
<td>Complete Excel form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td>RA</td>
<td><strong>Student without EID</strong></td>
<td>Enter the student in JEMS- New Hire.</td>
<td>Complete L&amp;S ET, SA, OT, $0 Hiring Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td></td>
<td><strong>Student with EID</strong></td>
<td>* If NEW job: Enter the student in JEMS- New Hire. * If CONTINUING job: If Standard Hours change, enter the new Standard Hours in JEMS- Job Change; otherwise, no action needed. * If TERMINATING job: Enter the termination in JEMS- Job Change.</td>
<td>* If NEW job: Complete Excel form. Send to your L&amp;S Human Resources/Payroll Representative. * If CONTINUING job: If Standard Hours change, complete Excel form. Send to your L&amp;S Human Resources/Payroll Representative; otherwise, no action needed. * If TERMINATING job: Complete L&amp;S Job Change Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td>Lecturer (SA)</td>
<td><strong>Student without EID</strong></td>
<td>Enter the student in JEMS- New Hire.</td>
<td>Complete L&amp;S ET, SA, OT, $0 Hiring Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td></td>
<td><strong>Student with EID</strong></td>
<td>Enter the student in JEMS- New Hire.</td>
<td>Complete L&amp;S ET, SA, OT, $0 Hiring Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td>STS AS</td>
<td><strong>Individual without EID</strong></td>
<td>Finalize/Enter the individual in JEMS- New Hire.</td>
<td>Complete L&amp;S FA, AS, LI Hiring Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
<tr>
<td></td>
<td><strong>Individual with EID</strong></td>
<td>* If NEW job: Finalize/Enter the individual in JEMS- New Hire. * If CONTINUING job: Enter the new EJED in JEMS- Job Change; if applicable, enter the new Standard Hours in JEMS-Job Change.</td>
<td>* If NEW job: Complete L&amp;S FA, AS, LI Hiring Form. Send to your L&amp;S Human Resources/Payroll Representative. * If CONTINUING job: Complete L&amp;S Job Change Form and Funding Data Form. Send to your L&amp;S Human Resources/Payroll Representative.</td>
</tr>
</tbody>
</table>

Updated on: 07/18/21