
December

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For Immediate
Release

Processing Spring Reappointments for Graduate Assistants

Last fall, we updated the Reappointment functionality in the HR Front End to allow units to Direct Apply these transactions. This allows units to reappoint graduate assistants without routing to the central HR office. Due to the success of the direct apply functionality, we will continue using the direct apply reappointments for graduate assistants for the spring 2011 semester. Therefore, Salary Planner will **NOT** be used for this upcoming semester.

Units will have the flexibility to reappoint graduate assistants on dates that may be different than the semester standard dates of 1/1/2011 – 5/15/2011. Units will still be required to submit the offer letter as required in the GEO union contract. Please note that units **MUST** do a “SEND TO” approval to Melinda Rodriguez for employees who have expired visas or visas that will expire during the reappointment period.

For additional information regarding dates and calculations for graduate assistant reappointments, please refer to the HR website:

<http://www.uic.edu/depts/hr/ahr/minimagrad.shtml>

Also, please follow-up with your unit/college representative to see if there will be any additional process changes that you may need to consider with these changes.

Please contact Ken Scott at 312-996-4849 or uicrhrris@uillinois.edu.