

May 10  
- 2010 -

For Immediate  
Release

## Summer 2010 Graduate Appointments

The following is information for processing summer 2010 graduate appointments:

- Use 5/16/10-8/15/10 dates **only**, no exceptions
  - Job cannot begin before 5/16 and must end by 8/15
  - Positions can have start and end dates in between the above two dates
- Use SM suffix on jobs
- Use position class codes CDSAA, CDSHA or CDSGA
- HR Front End transactions for Graduate reappointment **only** are applied at the College level
  - Other HR Front End transaction types such as New Hire, Add Job, etc. will be applied in Campus HR
- Graduate Assistants with GRAD ASST or GRAD TCH ASST titles and a total FTE between .25 and .67 are covered by GEO
  - Letter of Offer/Notice of Appointment is required
  - Template is found on the UIC HR website under HR Forms:  
<http://www.uic.edu/depts/hr/quicklinks/hrforms/LOA.htm>
- Hiring Approval form is not required if the graduate assistant was employed in the Spring 2010 semester
  - Required for newly hired graduate assistants
- Verify that the graduate assistant's visa expiration date is current for the appointment period before initiating the HR Front End transaction
- Complete the Exception to Summer Limit form if
  - 1) The graduate assistant worked at least 50% during the proceeding fall and spring semesters **and**
  - 2) The summer earnings will exceed 2/9<sup>th</sup> at the 67% rate
  - Keep on file within the unit
  - Can be attached to the HR Front End transaction
  - Form found at:  
[http://www.uic.edu/depts/hr/quicklinks/hrforms/summer\\_appointment\\_exception.pdf](http://www.uic.edu/depts/hr/quicklinks/hrforms/summer_appointment_exception.pdf)
- Submit HR Front End separation transactions for those graduate assistants who have graduated

### **Graduate Assistant Processing Links:**

- Information for Graduate Assistantships and Graduate Hourly: <http://www.uic.edu/depts/hr/support/jobaids/GA%20job%20aid.pdf>
- HR Front End Transaction – Graduate Reappointment: [http://www.uic.edu/depts/hr/support/jobaids/HRFE\\_Grad\\_Reappointment\\_032010.pdf](http://www.uic.edu/depts/hr/support/jobaids/HRFE_Grad_Reappointment_032010.pdf)
- Graduate Minima: <http://www.uic.edu/depts/hr/ahr/minimagrad.shtml>

If you have any questions regarding graduate appointments contact Melinda Rodriguez at [mrodri24@uic.edu](mailto:mrodri24@uic.edu).