

## How to Request a Change (Graduate Liaisons)

Requesting a change in the Graduate System is as simple as going to your HR/Liaison Tab, searching for the Active appointment you wish to make a change to, and clicking the *Request Change* button.

Search for an appointment using the search box to the right to view its stage and status. In-process appointments are appointments that have been submitted and are in your visibility queue, but do not require any action from you. This table starts off empty - please use the search to populate it with appointments based on search terms.

Search... (Filter only In process table)

Name	Employee	Supervisor	Position #	Start Date	End Date	Org	Stage
Active Appointments							
Search for active appointments using the search box to the right to populate this table. You can review the active appointment as well as request changes by clicking the "Review/Request Change" button next to the appointment.							
Search for an appointment (Active only)							
<input type="text" value="fabian"/> <input type="button" value="Search"/>							
Fabian	Fabian	Margaret Haak	C60243	Sep 16, 2020	Jun 15, 2021	PHR - 331000	Active <input type="button" value="Request Change"/>

On appointments in the Active stage, you will see a new section at the top; this section explains the change process and the data you need to populate. In this section, select the **Type of Change**, and the **Change Effective Date** (the date you wish to have this change take effect).

Review and Validate Record

Appointment Information Finance CHC/MVHC Eligibility Notes CORE: Pool Positions CORE: Finance Reports Tracking

This appointment is in the Active stage. You may request a change to this appointment by indicating the type of change you wish to make, entering the date you wish the change to take effect, making the change to the appointment and entering a note in the 'Notes' tab highlighting the change.

The change request will be routed to BC Finance and HR for review when you click the "Submit Change for Review" button.

Change Type Examples:

- FTE Update:** Use when you wish to increase or decrease the FTE for one or more terms of the appointment
- Supervisor Update:** When you wish to update the TA/RA supervisor or their position
- Salary Update:** When you wish to increase or decrease the current salary of the appointment
- TA/RA Switch:** Use when you wish to change an existing term from a TA to an RA, or you wish to add a TA or RA to an existing term
- Add TA/RA:** Use when you wish to add a TA or RA component to a term that **already has an assistantship declared**. If you are wanting to add a TA or RA assistantship to a term that you have not defined in this appointment, please create a new appointment for the student and term in Benny Hire so the proper Offer Letter is generated

\* Change Type

\* Change Effective Date

Employee (Lookup via ONID or ID) TA Supervisor (Lookup via ONID or ID) RA Supervisor (Lookup via ONID or ID) Position Number

Once you enter values into these two fields, proceed through the interface and make the change(s) you wish to make. For example, update the salary, FTE or Supervisor on the appointment.

Finally, for any change request, you will be required to add a descriptive note in the **Notes** tab. This note will be visible to the HR Student Employment Center Team and should explain the basics of the change as well as any information that may help the Student Employment Center Team process your request.

Once the **Type of Change**, **Change Effective Date**, **Notes** and the changes to the field data you wish to make are completed, the *Submit Changes for Review* button will become visible. Click this button to submit your change request. The request will be routed to BC Finance and then HR for review before loading into Banner.

# Benny Hire-GA Change Process

Review and Validate Record

Appointment Information
Finance
CHC/MVHC
Eligibility
Notes
CORE: Pool Positions
CORE: Finance Reports
Tracking

This appointment is in the Active stage. You may request a change to this appointment by indicating the type of change you wish to make, entering the date you wish the change to take effect, making the change to the appointment and entering a note in the 'Notes' tab highlighting the change.

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\* Change Type  
 Salary Update

\* Change Effective Date  
 Dec 16, 2020

Employee (Lookup via ONID or ID)  
 Fabian Q Search

Employee ID  
 932

TA Supervisor (Lookup via ONID or ID)  
 Margaret Haak Q Search

TA Supervisor ID  
 930

TA Supervisor Position Number  
 C11604-00 | Senior Instructor II

RA Supervisor (Lookup via ONID or ID)  
 Heidi Schellman Q Search

RA Supervisor ID  
 932

RA Supervisor Position Number  
 C16323-00 | Professor

Position Number  
 C60243

Hire Status  
 Reappointment

Org Code  
 PHR - Pharmacy Professional Instruc 331000

Start Date  
 Sep 16, 2020

End Date  
 Jun 15, 2021

Salary  
 \$5,125.00

Based on the position number you entered for the employee and the employees job history, Benny Hire has determined the employee is being **reappointed**. Each fiscal year upon reappointment within the same employing unit, all bargaining unit employee's who meet satisfactory academic progress standards, as determined by the Graduate School and the program of academic study, shall receive a minimum of 2% increase to their current salary rate.  
 The employee's previous 1.0 FTE full time monthly salary was calculated as **\$5014.00**. Please make sure the new 1.0 FTE salary is **\$5114.28** to account for the 2% increase.

Appointment Terms and FTE

Term	TA	FTE	RA	FTE	Total FTE	Monthly Term Salary
<input checked="" type="checkbox"/> Fall (Start date: September 16th)	<input checked="" type="checkbox"/>	0.4300	<input type="checkbox"/>		0.4300	\$2,203.75
<input checked="" type="checkbox"/> Winter (Start date: December 16th)	<input checked="" type="checkbox"/>	0.4300	<input type="checkbox"/>		0.4300	\$2,203.75
<input checked="" type="checkbox"/> Spring (Start date: March 16th)	<input checked="" type="checkbox"/>	0.3000	<input checked="" type="checkbox"/>	0.1500	0.4500	\$2,306.25
<input type="checkbox"/> Summer (Start date: June 16th)						

Finance Index and Salary Distribution

Summer

No TA or RA specified for Summer term

Index  
PHR007

TA

Distribution  
\$2203.75

Fall

Index  
PHR007

TA

Distribution  
\$2203.75

Spring

Index  
PHR007

TA

Distribution  
\$1537.50

Index  
EMM020

RA

Distribution  
\$768.75

Previous Tab
Next Tab
Close
Submit Changes for Review

## Reviewing the Change (Graduate Student Employment Services-Grad)

Change requests will come into the HR queue from BC Finance directly into the Record Truthing (Final HR Review) stage and can be found in the *Appointments Requiring Action* table. Appointments that have a change requested to them will have a new section at the top of the interface highlighting the type of change, its effective date as well as the most recent comment from the Liaison, which should explain the change.

## Benny Hire-GA Change Process

Review and Validate Record

Appointment Information
Finance
CHC/MVHC
Eligibility
Notes
CORE: Pool Positions
CORE: Finance Reports
Tracking

This appointment has had a change requested to it by the Department Liaison. Please review the requested change date, provided notes and the identified change for accuracy. If approved, this appointment will be automatically moved to Central Payroll for review and loading into Banner.

\* Change Type

Salary Update
▼

\* Change Effective Date

Dec 16, 2020
📅

(8:58 on 11/04/2020) Ilya Pinchuk wrote:  
Increasing salary for appointment's Winter Term due to merit increase

Employee (Lookup via ONID or ID)

Fabian
🔍 Search

Employee ID

TA Supervisor (Lookup via ONID or ID)

Margaret Haak
🔍 Search

TA Supervisor ID

RA Supervisor (Lookup via ONID or ID)

Heidi Schellman
🔍 Search

RA Supervisor ID

Position Number

C60243

Hire Status

Everything else on this interface remains the same; you have the ability to send the appointment back to Liaison Review or Financial Review if desired, or to submit the appointment to Central Payroll for final review and loading into Banner.

### Reviewing the Changes (Graduate Central Payroll)

Appointments that have had Liaison-requested changes and have been approved by HR will show up in the Central Payroll queue in the same manner as other appointments and can be reviewed by clicking the *Review and Validate* button from the dashboard. Once open, the appointment will have a note at the top indicating that this is a change request:

Review and Validate Record

Position Review
Notes
Tracking

This appointment has been marked as a change requested by the Liaison to an already-active appointment. The Effective Date has been set as the date entered by the Liaison/HR Service Center as the desired date for the change.

Please review the information below that is to be written to Banner as part of this transaction. Clicking the Validate button will initiate a write to Banner using the values outlined below.

**Employee - PEAEMPL for Fabian**      **932**

In addition to the note, you'll notice several other differences in the interface. The **Job Effective Date** field will be pre-populated to the effective date of the change that was entered by the Liaison and approved by HR.

Additionally, the positions will have its heading match the job change type. For example, if a salary change is made, the heading would be "Graduate Teaching Assistant – Salary Update – PositionNumber". In the detailed view of the data to be sent to Banner, you will also see the Job Change Reason Code be loaded properly (eg. PSALO).

# Benny Hire-GA Change Process

Review and Validate Record

Position Review
Notes
Tracking

This appointment has been marked as a change requested by the Liaison to an already-active appointment. The Effective Date has been set as the date entered by the Liaison/HR Service Center as the desired date for the change.

Please review the information below that is to be written to Banner as part of this transaction. Clicking the Validate button will initiate a write to Banner using the values outlined below.

**Employee - PEAEMPL for Fabian 932**

Entered Changes	Current Values	New Values
Employee Status	Active	Active
Employee Class		XB - Grad Assist and Fellows

**Graduate Teaching Assistant - Salary Update - C60243-00**

Field/Attribute	Current Values	New Values
Job Effective Date	Sep 16, 2020	Dec 16, 2020
Suffix		00
Accrues Leave	true	true
Appointment Salary	25872.24	26445.00
Assignment Salary	2156.02	2203.75
Appointment Percent	43	43
Contract Begin Date	2020-07-01	2020-12-16
Contract End Date	2021-06-15	2021-06-15
Earn Code	GTA	GTA
Earn Code Effective Date	2020-07-01	2020-12-16
Earn Code Hours	74.53	74.53
Earn Code Shift	1	1
Employee Classification Code	XB	XB
Employer Code	ORST	ORST
End Date	2021-06-15	2021-06-15
Encumbrance Begin Date		2020-09-16
Encumbrance End Date		2021-06-15
FLSA Exempt	True	True
Full Time Equivalency	0.43	0.43
Hours Per Pay	74.53	74.53
Job Change Reason	BREAP	PSALO
Location ID	02A	02A
Pays Per Year	12	12
Personnel Change Date	2020-09-16	2020-09-16
Position Number	C60243	C60243
Suffix	00	00
Supervisor Id	931	93C
Supervisor Position Number	C18909	C11604
Supervisor Suffix	00	00
Timesheet Orgn	331000	331000

**Graduate Teaching Assistant Labor Distribution - C60243-00**

*Split 1*

Field/Attribute	New Value
COA	C
Index	PHR007
Account	10620
Labor Distribution Percent	100

Send back to Finance
Send back to HR/Liaison
Submit (No Changes)
Validate

Appointments with a requested change have the same actions that can be taken (Validation and load into Banner or submit with no changes in case of a duplicate). The interface also still allows you to change the Effective Date if necessary.