Chapter 5: New Hire Guidelines for Entering Graduate Student Data

Academic Home Department Pre-Approval

1. If a graduate student has never been hired by the university, the home department or funding department will need to process a “New Hire”.
2. If the student is being hired by a funding source outside the home department, refer to instructions in Chapter 2. The Home Department Contact List is available at: Graduate Student Home Department Codes and Contacts
3. Refer to the instructions in the PPS desk Reference Manual for setting up the student’s appointment/employment using the “HIRE” bundle.

IMPORTANT: On the EPER screen, you must input the student’s academic home department YOU MUST INPUT THE STUDENT’S ACADEMIC HOME DEPARTMENT/GROUP AS THE "HOME DEPARTMENT".

Social Security Numbers (SSN)

On the EEID screen, enter the nine-digit Social Security number without hyphens, for example, 123456789.

Information Regarding Social Security Numbers for International Students:

International students must obtain a social security number to be employed.

- You may enter the appointment in PPS when the student has provided either of the following document(s): 1) a receipt that they applied for an SSN or 2) a copy of the Social Security card/number.
- If you have a receipt of that the student has applied for a SSN, but has not yet received it, input nine 9’s (i.e. 999999999) on the EEID screen in the PPS system or nine zeros in the new web based PPS.
  - After pressing enter, the “Browse Select” screen appears. Type “S” (for Select) beside “None Below – Assign New ID” and press enter. Press F3 to continue to the next screen. After updating the EEID screen, the SSN number will appear as zeros.
- Follow up to ensure that the student brings you a copy of his permanent social security card after he receives it. You must then enter the permanent number on the EEID screen.
- In addition, you must complete the Social Security Change Form on the following page, or at Employment Forms. The completed form should be sent to the Graduate Division, Mail Code 0003. The Graduate Division will update the SSN in ISIS and SAM computer systems to match the PPS database. If the numbers do not match, the student’s name will appear on the Student FICA error report. If the student has not yet applied for a number, give the student a copy of the social security number information sheet located at the end of this chapter. You may not input a payroll action unless the student already has a social security number or has a receipt from the Social Security Administration showing that he/she has applied for one.

Social Security Number Change Form for International Students

See Appendix A

Name

On the EEID screen enter the student’s legal name as it is listed on the Social Security Card or other documentation (birth certificate, passport, etc.). The student’s name should be the same in Payroll as it is in the Student Information System (ISIS).

Students may need to change their name in ISIS to match their name in PPS.

Oath Signature Date

Complete the oath information for citizens, leaving the field blank for Permanent residents and International students. The oath must be signed on or before the first day of service. Contact the Graduate Division for damage payment procedures (PPM 395-2, Damage Payments for Services Performed Before Loyalty Oath is Signed).

For Graduate Student Researchers, Readers, Tutors and Associates (in lieu of TA), this date will be the same as the appointment/distribution begin date. For Teaching Assistants and Associates (teaching a course) the oath must be signed on or before the service period date, which is the quarter begin date.

The oath is valid for 365 days. If an employee separates and is re-hired less than 365 days from their previous hire date, the employee is not required to complete a new form.

Oath Signature Date
I-9 Signature Date

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer. Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment.

ASE Personal Contact Information

In addition to home address, home phone number (i.e. cell number) and personal email address must be collected and updated on the EADR screen for ASEs. More information can be found at Hiring Process: ASE Personal Contact Information.

BELI

The BELI code is always “5” for graduate students on academic student titles. No BELI form needs to be completed.

College Code

The college code is always “00” for graduate students. The college code is important for DCP purposes. If students are not identified as currently enrolled graduate students with college code 00, they will have an 8.95% deduction from their paychecks. For more information on DCP, see Chapter 22 of this manual. This function is only available on the black/green screen PPS; not on the web PPS.

Employee Relations Code

Effective June 2015, please be sure to update the Employee Relations Code (ERC) to “E” on the EPER screen when adding graduate student appointments in PPS. The “E” code will allow the system to update the appropriate Employee Unit Code (EUC) and Representation Code based on the title code for each appointment. This means that the ERC code only needs to be entered as “E” once for each student in PPS. Note that the “E” code replaces both the “H” code previously used for ASE appointments and the “I” code previously used for GSR appointments. “E” = All Others, Not Confidential.

Creating New Appointments: Change in Percent Time, Title Code, Annual Rates

The Graduate Division requires that the appointment percent time match the distribution percent time. You must create a new appointment whenever changing percent time. For example, a TA appointed fall at 50%, winter at 33% and spring at 25% should be set up with three appointments and distributions. Creating a new appointment is also required when the title code changes (ex: from title code 3284 to 3266 in summer), or annual rates change (due to step increase or other reasons). These actions all require newly created appointments. If you are not sure if a new appointment is needed, please call the Graduate Division FSU for assistance.

If your new hire was a career staff person, you will need to separate and rehire. There should be at least a one-day break in service.

Required Documents for New Hires

See Appendix B

Demographic Data Codes

See Appendix C