Job Aid for Appointing Graduate Assistants via GA Express

GA Express allows Graduate Assistant appointments to be submitted via OMNI. This process is open to all department users on campus who have requested and obtained the following roles: FSU_GRAD_EX_PILOT and FSU_SS_MANAGER.

Similar to the OPS Express process, each semester Human Resources creates a job opening called GA Express to hire graduate assistants. The GA Express Job Opening will show up in the OMNI HR > Recruiting > Search Job Openings list, but will not be advertised as a job posting that applicants can apply for.

When a department knows who they will be hiring as a graduate assistant, the department can enter the graduate assistant record in OMNI via the Recruiting > Create GA Appt / OPS Fac Appt link. Departments have the ability to hire multiple graduate assistants through the GA Express job opening each semester.

Procedure:

Step 1 – Creating the Graduate Assistant Record

Navigate to Human Resources > Recruiting > Click on “Create GA Appt / OPS Fac Appt.”
On the Contact Details page, enter the Graduate Assistant’s name, address, email address, and phone number (this information is obtained from the Department Data Entry Worksheet).

Check the “Preferred” box next to the email and phone number entered.

Click on the “Eligibility & Identity” tab, and enter the Graduate Assistant’s date of birth, marital status, and gender (this information can be obtained from the Department Data Entry Worksheet).

Click “Save.” Note the Applicant ID, as this will be needed when linking the GA to the GA Express Pool.
Step 2 – Linking the Graduate Assistant to the GA Express Pool

Navigate to Recruiting > Search Applicants, and enter the applicant ID or the GA’s first and last name. Click “Search.”

Across from the Graduate Assistant’s name, use the Action drop down menu to select “Link Applicant to Job.”

Enter the current semester’s GA Express job ID in the Job Opening ID field and click “Link.”
Step 3 – Preparing the Job Offer

After the applicant has been successfully linked, click the applicant name.

Click Other Actions > Recruiting Actions > Prepare/View Job Offer

On the Prepare Job Offer page, select “Base Salary Offer Component,” from the Component drop down menu, enter the annual salary in the “Offer Amount” field, and select 26.1 from the “Frequency” Drop Down Menu.

Enter the appropriate Graduate Assistant job code (do not leave the job code as OPS X), Department, Location Code, Supervisor ID, Weekly Std Hours, Citizenship status, and funding details. Click “Calc Period Amt”.

Once all information is complete, click Submit for Approval in the top right corner.

After the job offer has been submitted, an approval chain will generate. To insert additional approvers, click on the Plus symbol at the desired point. Note: Employee Data Management (FSU Job Offer Comp Admin) must be the last approver on the chain. Once approved by the hiring department and other parties (as applicable), the job offer will route to Employee Data Management for processing (in conjunction with the GA’s appointment paperwork).