

Graduate Assistant Appointments & Offer Letters

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Employment Operations & Records



GA Appointments - Helpful Know-Hows

- Employment Hub – Student Appointments
 - Specific duties should be communicated and accurately reflected in Job Data
 - GA work vs Student Assistant work
 - Employment verifications
 - Stipend minimums and academic dates
 - Proportionality
 - Ending appointments early: tuition waiver conundrum
 - Summertime appointments
 - Specific templates online for GASU
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GA Offer Letters - Helpful Know-Hows

- [Appointment Letter Library](#)
- Letters go through vetting process
 - Includes various stakeholders such as UF Grad School, General Counsel, UFHR, and others
- Avoid saving offer letters
 - Templates are updated throughout the year
 - Using previous versions may create complications
 - Multiple revisions send wrong message to employee
- All parts of the letters have a purpose
 - Keeps UF consistent and in compliance with various requirements; i.e., Article 4 GAU CBA



Stay in the Know: HR Forum & EOR Newsletter



Dear HR Colleague,

This newsletter is designed to provide you short and timely updates related to myUFL and Employment Operations & Records. We hope you find this information useful.

Questions? Email ufhr-employment@ufl.edu or visit our [Employment Hub](#).



Termination File Closes on June 16, 2023

The termination file is now open through 6/16/23. The purpose of the termination file is to help mitigate unnecessary risks such as access by former employees and maintain an accurate count of our employment population.

Departmental HR professionals will need to review the termination file and "uncheck" those individuals who should remain active in the system. The termination date will be effective 6/23/23 in the myUFL system.



Short Work Break Reminders

The summer term can sometimes be tricky with job actions for 9- and 10-month employees on break. The options below should be considered if you are attempting to process an additional payment or update Job Data for employees on SWB.

Job Data

Job actions must occur when an employee returns from short work break. Changes to pay rate, title, supervisor ID, etc. should not occur while an employee is inactive in the myUFL system. The SWB rows will automatically load in early July at which point will be viewable in Job Data.

Additional Pay

If an employee is being compensated an additional payment during SWB for prior work or work over the summer then one of the processes below must be followed since their primary record is inactive.

Two acceptable options:

1. Create a lump sum hire record
 - o Only necessary if an active lump sum record does not already exist under the desired department
 - o Payroll status will now be active, and record will need to be termed once additional payment is made
 - o No HR800 is needed if the work is being performed during their SWB (assuming there are no other active records requiring the need for an HR800)
2. Wait until 9- or 10-month employee returns from SWB
 - o If work is completed well before their return from break then option #1 should be followed in order to pay employee in a timely manner
 - o Effective date of payment must be on or after their return date in Job Data