Graduate Assistant Appointments & Offer Letters

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Employment Operations & Records
GA Appointments - Helpful Know-How's

- **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
GA Offer Letters - Helpful Know-How's

• Appointment Letter Library

• Letters go through vetting process
  • Includes various stakeholders such 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
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UF Human Resources
Employment Operations & Records

Dear HR Collegues,

This newsletter is designed to provide you short and timely options related to end of life and Employment Operations & Records. We hope you find this information useful.

Short Work Break Reminders
The employee can schedule the break and it is subject to approval by the employee's supervisor. Short work breaks should be scheduled when employees are required to work over 5 hours without a rest break. The request should be made at least 24 hours in advance. The request should also be made in writing and signed by the employee's supervisor.

Termination File Closure on June 16, 2023
The termination file is being terminated on June 16, 2023. The purpose of the termination file is to help record any necessary tasks such as the dates of the last day worked. All employees should ensure that the termination file is correct and accurate.

For satisfactory files:
1. Complete a weekly time clock record.
2. Notify supervisors of any changes in the employee's schedule.
3. Submit the completed termination file to the designated department.

For unsatisfactory files:
1. Notify supervisors of any changes in the employee's schedule.
2. Submit the completed termination file to the designated department.
3. Submit the completed termination file to the designated department.

Citations:
- UF Human Resources
- Employment Operations & Records
- End of Life
- Short Work Break Reminders
- Termination File Closure