

[UF Graduate Letters of Appointment]

In order to complete a hire for a graduate assistant or fellow, a few simple steps are required. For all new graduate assistants and fellows: confirm eligibility requirements and gather paperwork, enter the hire in ePAF, complete a letter of appointment, and enter a payroll distribution.

[This instructional guide reviews the process for adding a new letter of appointment in myUFL.](#)

For information on the requirements and paperwork, attend the Pro318 Hiring Graduate Assistants and Fellows workshop or see the Academic Personnel web site (<http://www.hr.ufl.edu/academic/default.asp>). To learn about entering an ePAF or completing a distribution, navigate to the myUFL toolkits pages at (<http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp>).

- ▶ Log into the system via the myUFL portal, using your GatorLink user id and password (<http://my.ufl.edu>)
- ▶ Navigate to Workforce Administration > UF Grad Letters of Appointment > UF Grad Letters of Appointment
- ▶ Click the **Add a New Value** tab
 - ▶ Enter the UFID or click the magnifying glass to search for UFID (listed as EmplID, or Employee ID, in PeopleSoft)
 - ▶ Click **Look Up** after specifying information for the search (all names in the UF Directory are included in the search)
 - ▶ From the list provided, click the name of the appropriate student
- ▶ After selecting the name, the EmplID will be populated in the required field
 - ▶ Click **Add**
- ▶ After clicking **Add**, the UF Grad LOA screen will be presented
 - ▶ The student's ID and name will be listed at the top

Contract Data Fields

- ▶ Enter or select (using the magnifying glass view icon) the appropriate **Department ID**
- ▶ **Offer Date** defaults with today's date. Change if needed
- ▶ Leave the **LOA Active Box** checked
 - ▶ Once you have saved this letter, you cannot delete it. If you need to delete an LOA record, please contact Academic Personnel
- ▶ Enter or select the proper **Job Code** (using the magnifying glass view icon)
- ▶ Select the **Empl Rcd Nbr** (Employee Record Number) if available (using the magnifying glass view icon).
 - ▶ An employee will have an Empl Record Number for each job occupied at the same time
 - ▶ If Empl Record Number is available, then FTE, Salary Plan, Annual Rate, and Compensation Rate will default once Empl Record Number is selected
 - ▶ If no Empl Record Number is available, leave blank. IMPORTANT: Since the Empl Record Number is REQUIRED for processing, it is important that you return to input this number once it is assigned (rather than **Add a New Value**, click the **Find an Existing Value** tab to return, following the navigational path described at the beginning of this guide)
- ▶ Enter the **Begin Date** and **End Date** of the appointment
 - ▶ **Note:** these dates should reflect the begin and end dates of the semester(s) in which appointment is active
- ▶ Check or enter **FTE**
- ▶ Check or enter **Annual Rate**
 - ▶ Annual Rate for graduate assistants should match the compensation amount listed on the hire ePAF or job data. For fellows, the amount entered as Annual Rate for pre-doc fellows should be



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the amount of the fellowship and must be entered manually. **Note:** You must enter an Annual Rate (or have one default in when linking the Employee Record) in order to save the LOA

Reminder: If an **Empl Rcd Nbr** can be selected, some of this information will be populated automatically

- ▶ Select **Salary Plan** from drop-down menu:
 - ▶ FELL=Fellowship
 - ▶ GA09=9-Month Grad Assistant
 - ▶ GA12=12-Month Grad Assistant
 - ▶ GASU=Summer Appointment Grad Assistant
- ▶ Click yellow action button: **Refresh Waiver Terms**

Graduate Assistants

- ▶ Enter information (Special Conditions/Duties and Responsibilities) associated with the graduate assistant appointment
- ▶ Enter or select the appropriate **Supervisor ID** (UFID or EmplID)
- ▶ Return to this section to indicate when the grad assistant has been evaluated or in the event you are unable to evaluate him or her
 - ▶ Remember: Grad assistants should be evaluated once per appointment

Waiver Terms

- ▶ The options listed here appear after clicking **Refresh Waiver Terms**
- ▶ Note the numbering convention used in anticipation of PeopleSoft's Student Administration system

For example, the term identified as "2075" equals the May 2007 term:
"207" stands for 2007, without one digit
"5," at the end, stands for May (the fifth month)

Session 1 will always mean the regular session:
For example, for a summer appointment, the regular session is Summer C
6W1 means the first 6 weeks (or Summer A)
6W2 means the second 6 weeks (or Summer B)

- ▶ Under **Waiver Requested**, select the proper waiver/fee combination for the appropriate term
- ▶ Select the proper **Fee Residency** choice
- ▶ Under **Matric Distribution**, click the associated hyperlink, which will be enabled as a result of these selections

Waivers by Term (Matric Distribution)

On this page indicate the payment type and payment source (Account Code or Dept ID, depending on type of payment)

Note: Departments can only input accounts for which they have security. Accounts being paid from other departments must be input by Academic Personnel

- ▶ Under **Remission Type**, select from the following options:
 - ▶ DIRC=Direct Charge. Indicate the earnings **Account Code** from which this waiver will be paid directly
 - ▶ WVRA=Waiver Authority. Use this for state-sponsored waivers. Indicate the appropriate **Department ID**
 - ▶ PAYR=Payroll. Select when the waiver should be paid over time in conjunction with the payroll cycle. Indicate the appropriate earnings **Account Code**
 - ▶ LOTR=Lottery Trust Fund used by College of Engineering only. A **Department ID** is required



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- ▶ Ensure that the percent of distribution equals 100 percent for every date range used. Indicate proportional payment over the course of the appointment as follows:
 - ▶ Add a different date sequence (top “Plus” button located to the right in the “Waivers by Term” blue bar) and when combining PAYR with other Remission Types
 - ▶ Within each date sequence, add multiple Remission Types as needed (to indicate proportional payment) by clicking the “Plus” button located to the right in the “Matric Waiver Distribution” blue bar
 - ▶ To delete a date sequence or Remission Type, use the “Minus” button accordingly
- ▶ Click **OK** when finished
- ▶ Under **Full Fee Distribution**, click the associated hyperlink, which will be enabled as a result of the selection under **Waiver Requested**
 - ▶ **Note:** Department LOA contacts can request security (UF_LOA_FEE) to enter Full Fee Distributions as well as Matric Distribution

Waivers by Term (Full Fee Distribution)

On this page indicate the payment source (Account Code) for the fees

- ▶ Under **Remission Type**:
 - ▶ DIRC=Direct Charge will default. Indicate the earnings **Account Code** from which this waiver will be paid directly
- ▶ Ensure that the percent of distribution equals 100 percent for every date range used. Indicate proportional payment over the course of the appointment as follows:
 - ▶ Add a different date sequence (top “Plus” button located to the right in the “Waivers by Term” blue bar)
 - ▶ Within each date sequence, add other account codes (to indicate proportional payment) by clicking the “Plus” button located to the right in the “Full Fee Waiver Distribution” blue bar
 - ▶ To delete a date sequence or Remission Type, use the “Minus” button accordingly
- ▶ Click **OK** when finished
- ▶ **Reminder:** If tuition or full fees are being split by departments contact Academic Personnel to input appropriate information
- ▶ At the UF Grad LOA screen, click **Save** to complete the Letter of Appointment

Security Roles associate with LOAs

- ▶ UF_LOA_VIEW
- ▶ UF_LOA_INPUT
- ▶ UF_LOA_WAIVER
- ▶ UF_LOA_FEE
- ▶ UF_LOA_STATUS
- ▶ UF_LOA_PET_VIEW

Notes

- ▶ No change can be made after the last day of classes. The LOA system does not process waivers after the last day of the classes. All corrections made to an LOA after the system has closed must be completed manually through the Provost Office using the proper Journal ID form. Please contact Ms. Rita Steff (rsteff@aa.ufl.edu) if you have any questions.
- ▶ A read-only petition screen is available to view the status of waiver petitions. Navigate to that screen via Workforce Administration > UF Grad Letters of Appointment > UF Grad Waiver Status
- ▶ A new report was also developed to show the students who were missing evaluation dates in the system. The report will be available at: Enterprise Reporting>Access Reporting>Human Resources Information>Letter of Appointment – Waivers>Graduate Letters of Appointment with Missing Evaluation Date.

