

MEMORANDUM

To: Business Managers, Administrative Associates, and Accountants
From: Amanda L. Pruitt
Honors Program, Business Manager
Subject: Funding for the Spring 2019 CURO Research Assistantship Program

Please find attached a spreadsheet listing the names and contact information for the recipients of the Spring 2019 CURO Research Assistantship for your school or college. The student recipients have already been informed by the CURO office that they have been selected.

The Honors Program will process a budget journal to transfer \$1,000 per student recipient to your school or college. A position will need to be created and managed for each student participating. Please see further instructions on that process below. No other form of award to the student (e.g. scholarship, check request) will be accepted. Funds are to be distributed by the student's major college, even if the student is working with faculty from another school or college.

For questions regarding CURO and this assistantship program, contact curo@uga.edu. For questions regarding the budget transfer, contact Amanda Pruitt 706-542-0532/ apruitt@uga.edu. For questions regarding UGAJobs, including position creation, contact hrweb@uga.edu or 706-542-2222. For information on funding positions or terminations, contact oneusgsupport@uga.edu or 706-542-0202.

Steps for managing CURO Research Assistantship Positions:

1. Create a Direct Hire position in UGAJobs. Each student will need their own position. Once positions are created, they can be vacated and used for another student in future semesters.
2. Training resources [here](#). User manual [here](#). (Screen shots in Appendix B)
 - a. Please select the following entries:
 - Standard Hours: 4 (per week)
 - Reports To: Supervising Professor
 - Working Title: CURO Research Assistantship
 - Job Code: 900X00
 - Effective Start date of Position: 01/01/2019
 - Compensation Rate: \$0
 - Position of Trust: If applicable, indicate on position so that a background check is initiated. This is left at the discretion of the department.
3. Create a posting in UGAJobs
 - a. If your department has multiple positions, these can all use one posting
4. Establish funding source for the position in OneUSG Connect using normal processing in OneUSG Connect. Reference [these instructions](#). This can be completed once the position is visible (even if vacant) in OneUSG Connect.
5. Notify students that they need to complete their hiring information using the wording below (Appendix A). Use the *Payroll Expenses Detail* Query in the System Manager Reporting center in OneUSG Connect to help identify individuals that are currently employed on campus.
6. Once students complete their information, seat the student into position and complete hiring proposal in UGAJobs with an Effective Start Date in the Hiring Proposal of 2/1/19
7. The student will need to complete onboarding activities (as applicable). If the student has not been previously employed, this will include either a background check (if a position of trust) or a visit to the UGA Central HR Department to submit SSN, DOB and complete the I9 as well as

standard onboarding (see Scenarios Appendix D). Once those are complete and the position is fully processed in OneUSG Connect by the Workforce Administration Team (HR), the Central Payroll office will set up Additional Pay entries to pay the students on a bi-weekly basis.

- a. This will include “backpay” to the Effective Start Date (2/1/19, paid bi-weekly with the last payment on 5/10/19)
 - b. These students will **NOT** clock their hours and you may need to watch these positions to ensure that they are not clocking hours by mistake.
 - c. You can query for these additional pay amounts using *the Projected Addl Pay-Pay Period Query* in the System Manager Reporting center in OneUSG Connect.
- 8. Important: Process a Termination entry for each student. Indicate that the last day of work is 5/11/19. If they are not terminated at the end of their participation, any charges outside the three-month CURO Research Assistantship agreement (2/1/19 to 5/10/19) are to be covered by the department that placed the student on payroll.**

Appendix A:

Student notification text (revise dates as necessary):

FOR STUDENTS WHO HAVE PREVIOUSLY WORKED ON CAMPUS:

Good morning [[STUDENT NAME]],

You will be placed on Payroll as a CURO Research Assistantship Program participant from 02/01/19-05/10/19 (\$1,000). You must provide hiring information to complete this onboarding process.

Please enter your basic information at this link: {ENTER LINK HERE FOR POSTING}

{IF APPLICABLE :} Note: because your project work involves activities that USG considers part of a “position of trust”, you may need to complete a background check. You will be contacted by our vendor. You cannot be paid until the step is complete.

You will **NOT** be required to clock hours for this CURO position. If you currently hold a position on campus that requires you to clock in, please note that this additional position may appear as a choice as you enter time. Please see these tutorials on ensuring that you choose your other position when entering time via [Webclock](#) or [Manual Entry](#).

Once your hiring information is complete, you will need ensure you have set up Direct Deposit in OneUSG Connect by following the directions [here](#).

You will receive payroll direct deposits based on bi-weekly pay periods, based on [this schedule](#). These funds will be distributed via UGA Payroll and, therefore, are subject to state and federal taxes.

Best,

FOR STUDENTS WHO NEED TO COMPLETE ONBOARDING:

Good morning [[STUDENT NAME]],

You will be placed on Payroll as a CURO Research Assistantship Program participant from 02/01/19-05/10/19 (\$1,000). You must provide hiring information to complete this onboarding process. Please follow the process below:

1. Enter your basic information at this link: {ENTER LINK HERE FOR POSTING}
2. Complete the UGA Onboarding Process: You will be receiving an email from the UGA Onboarding System and your “new hire packet” will need to be completed as soon as possible within the UGA Onboarding System. The email will include a default login and password. The system features a 16-minute timeout feature for security purposes. If timed out, you may revisit the Onboarding System to resume completing the packet, using your login and password: <https://hrx.talx.com/EmploymentCenter/default.aspx?divisionid=59>. Questions about the UGA Onboarding System may be directed to 706-542-2222 or onboard@uga.edu
3. Complete the I9 and/or background check process:
 - a. If your project includes activities considered as “high trust”, you will need to complete a background check and will receive an email prompt from our background check vendor. You will also need to complete your I9 documentation with {INSERT DEPARTMENT SPECIFIC INFORMATION HERE}
 - b. Otherwise, visit the Central HR Office to complete your I9 and provide your Social Security Number and Birthdate to complete the HR process: 215 South Jackson Street, Athens, Georgia 30602
4. Once your hiring information is complete, you will need to set up Direct Deposit in OneUSG Connect by following the directions [here](#).

You will receive payroll direct deposits based on bi-weekly pay periods, based on [this schedule](#). These funds will be distributed via UGA Payroll and, therefore, are subject to state and federal taxes.

Best,

Appendix B

Information to assist in Position Creation:

Position Information	
Action Number	G/R00217A
Working Title	CURO Research Assistantship (Spring 2019) Currently: blank
OneUSG Connect Job Title	Student Assistant (NE)
OneUSG Connect Job Code	900X00
Pay Grade	18T - Student Assistants

FTE	0.1 Currently: blank
Standard Hours	4.00 Currently: blank
Standard Work Period	Weekly Currently: blank
Full Time/Part Time	Part Time Currently: blank
Effective Date	01/01/2019 Currently: blank

Duties/Responsibilities	Research as stated per the application approved Currently: blank
Percentage of time	100

Appendix C

Different scenarios for CURO student onboarding, Form I9, etc.:

These steps should be completed in order.

Position does not require a background check:

1. Scenario 1: (ideal process)
 - a. Department creates position and processes the direct hire in UGAJobs
 - b. Student visits Central HR to provide SSN and Birthdate to complete HR process (this triggers onboarding)
 - c. Student completes the Form I-9 with Central HR (in the same visit if they have brought the appropriate documentation)
 - d. Student completes the remaining documents/checklists in onboarding documents as directed
2. Scenario 2:
 - a. Department creates position and processes the direct hire in UGAJobs
 - b. Student visits Central HR to provide SSN and Birthdate to complete HR process (this triggers onboarding)
 - c. Student returns to complete the Form I-9 with Central HR (**within 3 days** via appointment or walk in if they did not originally bring documentation)
 - d. Student completes the remaining documents/checklists in onboarding documents as directed
3. Scenario 3:
 - a. Department creates position and processes the direct hire in UGAJobs
 - b. Student visits Central HR to provide SSN and Birthdate to complete HR process (this triggers onboarding)
 - c. Student completes the Form I-9 in person with their Home Department **within 3 days**
 - d. Student completes the remaining documents/checklists in onboarding documents as directed

Position does require a background check:

4. Scenario 4 (includes background check):
 - a. Department creates position and processes the direct hire in UGAJobs
 - b. Background check:
 - i. Student receives and completes background check. SSN and Birthdate are gathered during this process.
 - ii. Vendor processes and approves background check (this triggers onboarding)
 - c. Student begins On-Boarding process by completing the documents/checklists and filling out Section 1 of the Form I-9.
 - i. Student completes the Form I-9 during a visit to Central HR **within 3 days**
5. Scenario 5 (includes background check):
 - a. Department creates position and processes the direct hire in UGAJobs
 - b. Background check:
 - i. Student receives and completes background check. SSN and Birthdate are gathered during this process.

- ii. Vendor processes and approves background check (this triggers onboarding)
- c. Student begins On-Boarding process by completing the documents/checklists and filling out Section 1 of the Form I-9.
 - i. Student completes the Form I-9 in person with Home Department **within 3 days**

*NOTE: If students do not have a SSN and are a foreign national, they **MUST** visit Central HR to ensure they receive the proper onboarding packet and process.