Letters of Appointment

Three steps must be completed for all new graduate assistants and pre-doc fellows: complete a letter of appointment, complete a hire job action, and establish a payroll distribution. A fourth step is then required for pre-doc fellows: establish their stipend(s) via PeopleSoft’s "Additional Pay" functionality. This instructional guide reviews the process for adding a new letter of appointment in PeopleSoft. To learn about the hire job action or additional pay, please see the UF Bridges web site at http://www.bridges.ufl.edu.

- 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
  - Click the magnifying glass to search by UFID (listed as EmplID, or Employee ID, in PeopleSoft) or by name
    - 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 Field
- 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 Record Number (Employee Record Number) if available (using the magnifying glass view icon). 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)
  - An employee will have an Empl Record Number for each job occupied at the same time as indicated by completed hire job action(s)
- Enter the ”Begin Date” of the appointment
  - Does not have to coincide with waiver dates; instead, enter the effective date per the hire job action
- Enter an “End Date,” which cannot exceed a year from the begin date
- Enter “FTE”
Enter “Annual Rate”
- Annual Rate for graduate assistants should match the compensation amount listed on the hire job action. For pre-doc fellows, compensation should be left blank on the hire job action (they are compensated with "Additional Pay" instead). The amount listed as “Annual Rate” for pre-doc fellows should be the amount of the fellowship.

Note: If an Empl Record Number 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 “2045” equals the May 2004 term:
  - "204" stands for 2004, 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
Establish the accounts from which the waiver should be paid:
- 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.
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) 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

- At the “UF Grad LOA” screen, click “Save” to complete the Letter of Appointment

**Note**
A read-only petition screen will be available to view the status of waiver petitions. Navigate to that screen via Workforce Administration, then UF Grad Letters of Appointment