

Graduate Assistant Rehire Contracts

Power Apps Portal for GA rehire contracts: <https://make.powerapps.com>

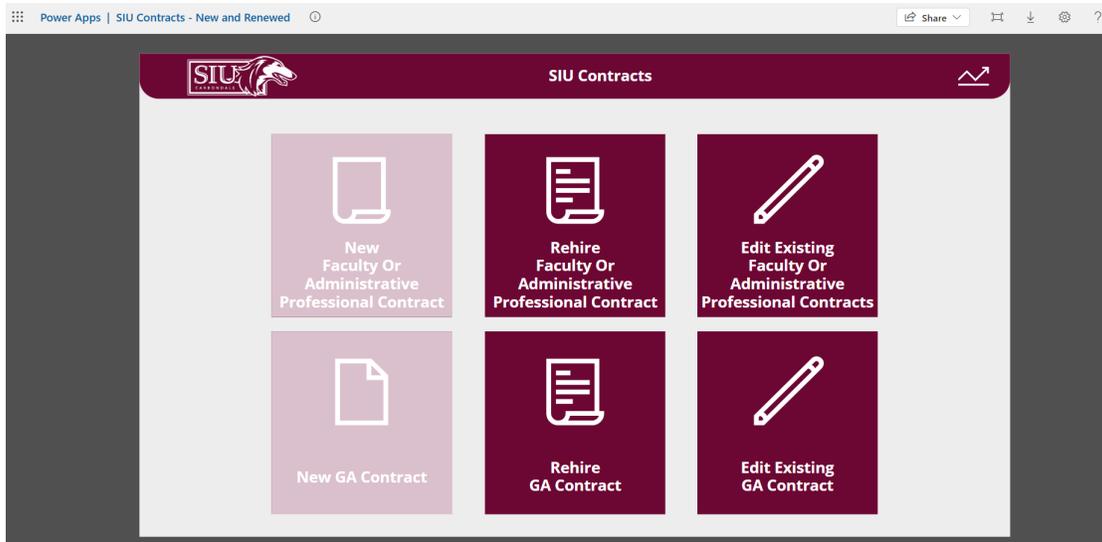
REFRESH

To ensure you have the latest version of Power Apps, the following message may appear at the top of the screen. Click Refresh.

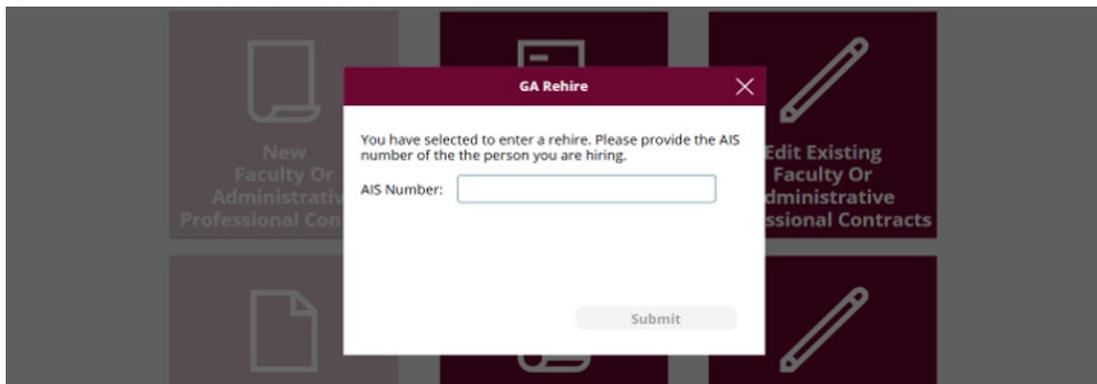


NEW REHIRE APPOINTMENTS

Click on Rehire GA Contract.



Enter the Student's AIS number and Submit.



Every contract will be assigned a Contract ID number. **Make a note of the number for future reference.**

The student's information will populate with the data from the AIS system.

Enter the name of supervisor and indicate the Major Reporting Unit.

Click Add Position to enter the position information.

GA Contracts - Rehire (95)

Type of Hire: New Hire Rehire

Last Name: First Name: Middle Name:

AIS/Emp # Student ID/Dawg Tag

Name of Supervisor: Mail Code: (correspondence will be mailed to this address)

Major Reporting Unit

Carbondale School of Medicine Carbondale School of Medicine Springfield President's Office University-wide Services

Position Information

[Add Position](#)

Enter the Position Information, click Add Position. Repeat to enter multiple positions. When you add a position, a box and number will appear under the FTE box. Please ignore.

GA Contracts - Rehire (95)

Position Information

[Add Position](#)

Position ID Teaching Research TA/RA Administrative Law Clerk

Category Department/School (St Academic Unit)

Hiring Program Area Building (Location)

Room Percentage of Time (FTE)

Full-time equivalent monthly salary*

[Add Position](#)

When the position (TA, RA, TA/RA/, Admin, Law Clerk) is checked, only the Effective Dates options for that position will be available.

- Teaching and TA/RA will only allow Academic Year Basis effective dates and include the option to enter dates for partial semesters.
- Administrative positions will only allow Fiscal Year Basis effective dates.
- Research positions will allow both Academic and Fiscal Year Basis effective dates and include the option to enter dates for partial semesters, only needed for Academic Year Basis appointments.

Effective Dates

Fiscal Year Basis:

Specify the beginning date Specify the end date

Academic Year Basis: (If the hire is not going to work the full semester, please fill out the appointment dates section below)

Fall Semester 20 (Fall semester runs from 8/16 - 12/31) Intersession 20 (Intersession runs from 05/16 - 06/15)

Spring Semester 20 (Spring semester runs from 1/01 - 05/15) Summer Semester 20 (Summer semester runs from 6/16 - 08/15)

Will your hire be working a partial semester? Yes No

Appointment Dates

This section is only for hires that are not working a full semester as mentioned above in the Effective Dates section

Specify the beginning date Specify the end date

if you add anything in those columns and you change your mind you must take out the incorrect information before sending the contract for signatures.

Enter a Budget Purpose number and click Search.

The screenshot shows a form titled "Budget Purpose". It has a search bar with the placeholder "Enter BP Number", a "Search" button, and fields for "BP:" and "BP Desc:". There is an "Add BP" button on the right side.

The budget informatin will populate. Click Add BP.

The screenshot shows the "Budget Purpose" form with the search bar containing "272051" and the "Search" button highlighted in orange. The "BP:" field now contains "272051" and the "BP Desc:" field contains "GRADUATE SCHOOL". The "Add BP" button is also highlighted in orange.

Enter the AIS Proportions. Multiple BPs can be entered. They must equal 100%, or there will be an error message (below in red).

The screenshot shows the "Budget Purpose" form with a table for AIS Proportions. The table has columns for Position ID, AIS Budget Description, AIS Proportions*, AIS Fund, AIS Unit, AIS Budget Purpose, AIS Dept Activity 1, AIS Dept Activity 2, AIS Function, and AIS Natural Account. The first row contains the values: 1, GRADUATE SCHOOL, [empty], 2010000, 26051, 272051, 00000, 0000C, 14, 50000. Below the table, a red error message reads: "Your AIS Portions section does not add up to 100%. Please revise so that th [empty] equals 1 [empty] rrently a [empty]."

Enter a brief description of the position and list the major duties

The screenshot shows a form titled "Brief description of position" with a large text area for the description. Below it is a section titled "Major Duties" with five numbered input fields for listing duties.

Enter Other, Present Status, and Total Months of financial support information. Do not enter anything into the Graduate Schol Use Only box.

The screenshot shows a form with three sections: "Other", "Present Status", and "Total Months". The "Other" section has fields for "Department or Unit" and "% of time". The "Present Status" section has fields for "Highest Degree Earned", "Date conferred", "From", "Admitted to Graduate School, (Program)", "beginning (Term/Year)", and "for (Degree)". The "Total Months" section has a field for "Candidacy Date".

Total months of financial support as a graduate student at SIU (assistantships and fellowships). DO NOT include months of this assignment.

TOTAL months as a master's student: TOTAL months as a doctoral student:

GRADUATE SCHOOL USE ONLY

Admitted
 Referred
 Master's
 Ph.D.
 Other
 Term Year
 Total Months

Signatures Yes No
 Corrected Rate Yes No
 Overlap Yes No
 Letters Yes No
 Tuition Yes No
 Part. Transcripts Yes No

Tuition Waiver Fall Spring Summer
 Medical Fee Fall Spring

Date
 By

Enter the signers in order of approval. Enter the Signer's Email. Enter or click the Signer's Position dropdown. The last two signatures **must** be GAapproval@siu.edu - Dean of the Graduate School and then Student. If the transaction has not been saved or the budget is not 100% there will be a reminder message (below in red).

Signer's Email Signer's Position

Status of Signatures

Signer's Position	Signer's Email	Signature Status	Date Sent	Date Approved	Order	
Fiscal Officer	<input type="text" value="dwise@siu.edu"/>	not approved	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="button" value="Approve"/>
Director	<input type="text"/>	not approved	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="button" value="Approve"/>
Dean of Graduate Sch	<input type="text"/>	not approved	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="button" value="Approve"/>
Student	<input type="text" value="dwise@siu.edu"/>	not approved	<input type="text"/>	<input type="text"/>	<input type="text" value="4"/>	

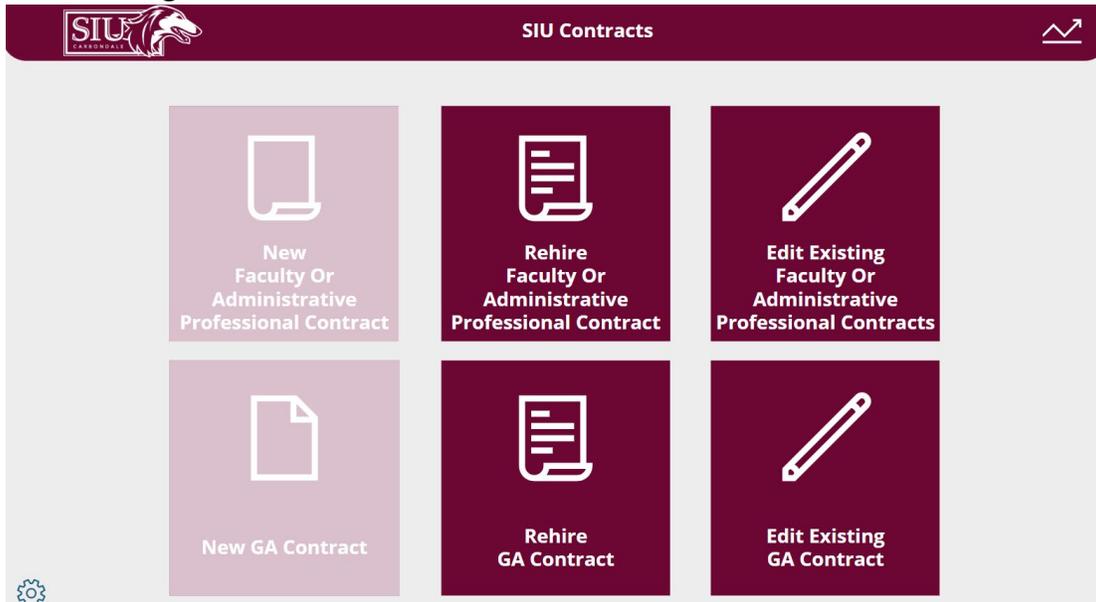
- Please save this transaction before sending for signatures.
- Please verify that your budget purpose(s) do not fall below or exceed 100%.

Notes from HR

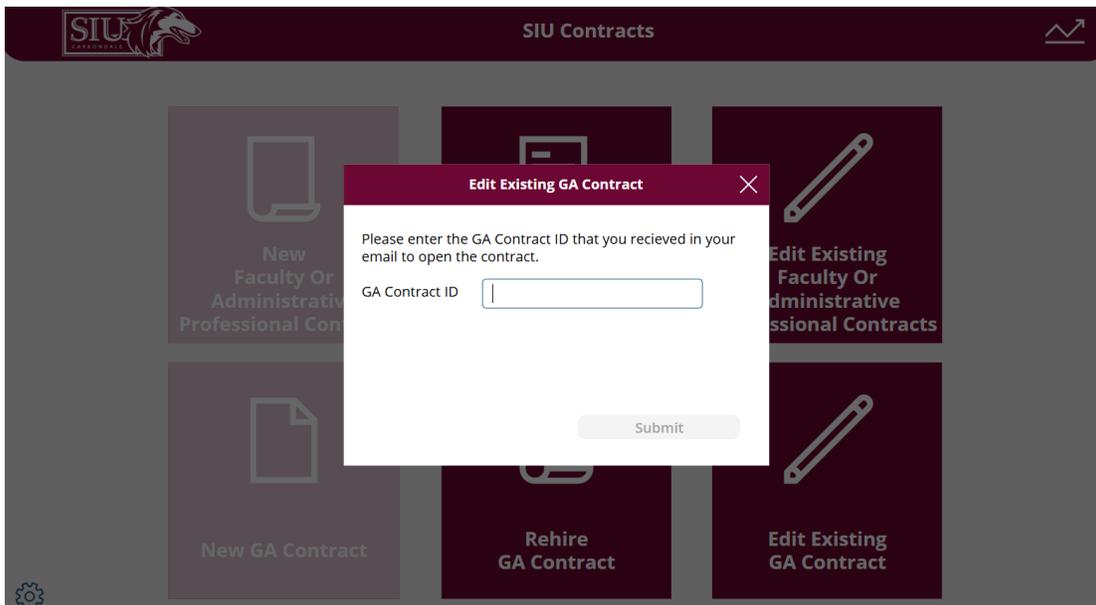
Save the transaction by clicking the floppy disk at the top of the contract. The order of the signers can be rearranged by changing the Order section and clicking on Refresh and save again. After Saving, click Send for Signatures.

EDITING EXISTING REHIRE CONTRACTS IN POWER APPS

Click Edit Existing GA Contract



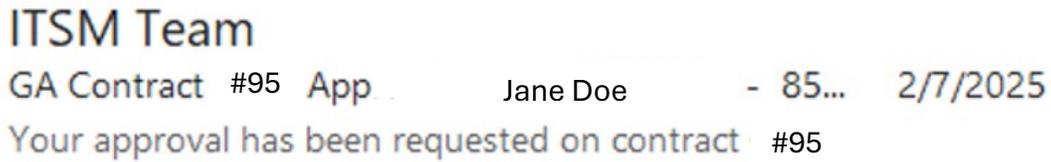
Enter the GA Contract ID Number



Make necessary changes and save.

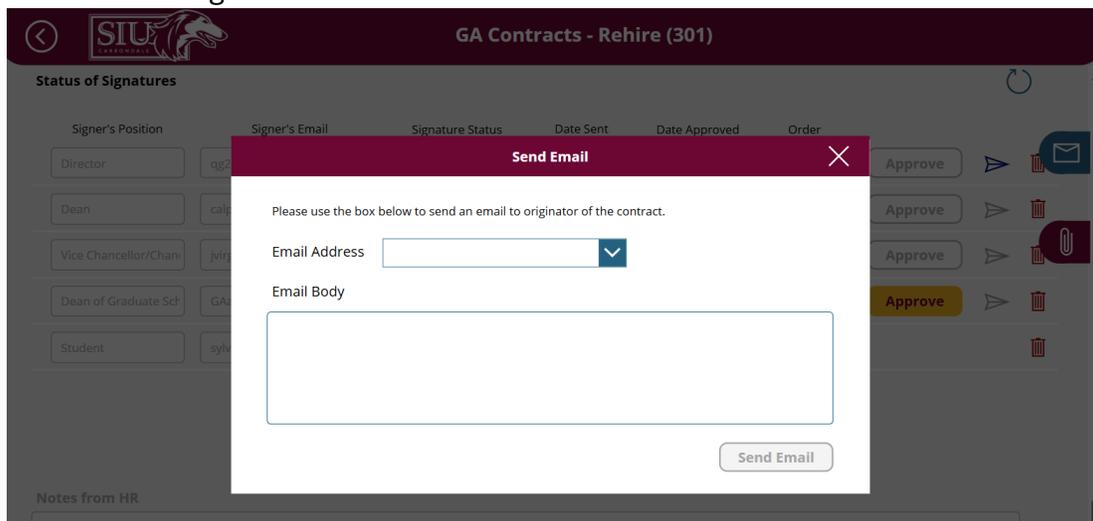
RECEIVING CONTRACTS FOR APPROVAL

Approvers will receive an email from ITSM Team with a link to Power Apps.



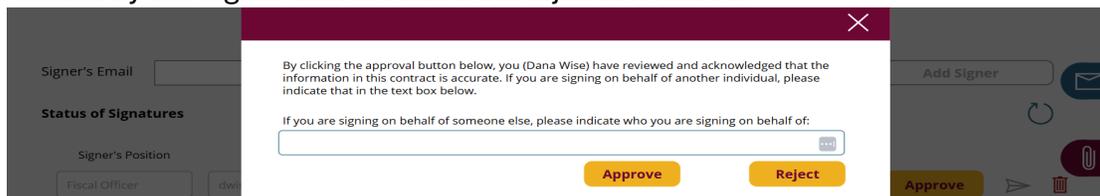
Signing the Contract

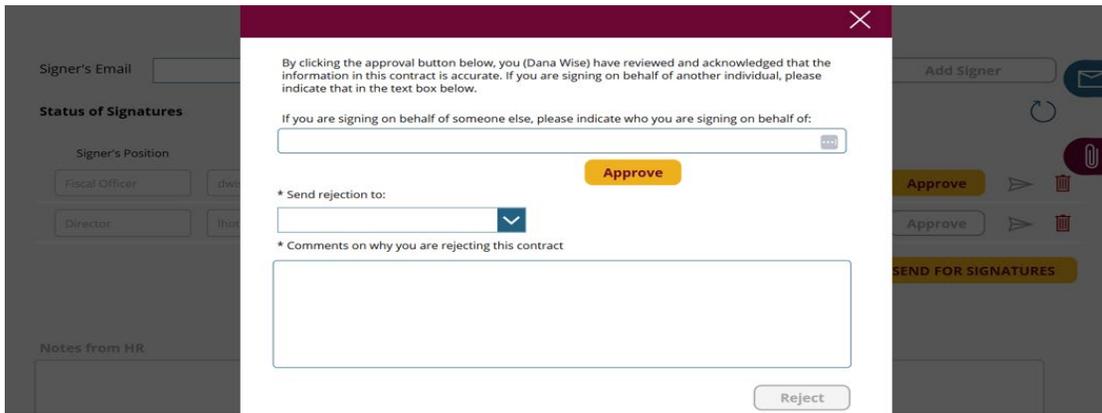
Before signing, if a signer wants to contact another signer regarding the contract, they can send an email by clicking the envelope icon on the right side of the screen. The dropdown will include all the signees.



To sign the contract, click the highlighted Approve button. The popup to Approve or Reject the contract will appear. Sign or sign as designee and click Approve.

To reject the contract with comments, they must click Approve first. After clicking Approve, the signer has the option to sign and approve or click Reject. After clicking Reject, the signer can enter a comment and reject the contract. The contract can be corrected and resubmitted by the signer that received the rejection notice.





Click Send for Signatures to forward the contract to the next signer. After everyone has signed the contract, all signers will receive a pdf copy of the contract from ITSM Team.

Completed Contract for Jane Doe



The contract has been completed for Dana Wise. This email is a copy of the completed contract. Please file away in the proper location.

ANALYTICS

At the top of the home screen, click for Analytics.

Analytics will show the approval status of each contract.



Click GA Contract. Enter search information into the Filter By... section.

Contract ID - Unclick the Select All box and scroll to Contract ID number.

GA CONTRACTS

Filter By...

- Contract ID: All
- Department Or School: All
- Approval Status: All

Counts By Approval Status

Approval Status	Count	Percentage
not approved	3	0.24%
Approve	516	41.78%
Reject	714	57.81%

Number of Contracts: 350

Number of Signers: 1235

Contract By Semester

Contract Type	Count
Contracts for Spring	123
Contracts for Summer	120
Count of Interests	105
Contracts for Fall	75

Contract ID	Approval Status	Applicant Name	Signer Email	Signer Position	Actually Signed By
26	not approved	Jerome F Specht	alexis.stallman@siu.edu	Chair/Fiscal Officer	
28	Approve	Jerome F Specht	alexis.stallman@siu.edu	Chair/Fiscal Officer	
30	Approved	Maria Fernanda Sanchez Gongora	itdashboard@siu.edu	Chair/Fiscal Officer	
31	Approved	Alexis M Stallman	alexis.stallman@siu.edu	Chair/Fiscal Officer	
32	Approve	Maria Fernanda Sanchez Gongora	alexis.stallman@siu.edu	Chair/Fiscal Officer	
34	not approved	Alexis M Stallman	itdashboard@siu.edu	Chair/Fiscal Officer	
35	Approve	Maria Fernanda Sanchez Gongora	aeaton@siu.edu	Chair/Fiscal Officer	
36	Approve	Maria Fernanda Sanchez Gongora	alexis.stallman@siu.edu	Chair/Fiscal Officer	
36	not approved	Maria Fernanda Sanchez Gongora	itdashboard@siu.edu	Chair/Fiscal Officer	
39	Approve	Maria Fernanda Sanchez Gongora	alexis.stallman@siu.edu	Chair/Fiscal Officer	alexis.stallman@siu.edu
40	not approved	Alexis M Stallman	itdashboard@siu.edu	Chair/Fiscal Officer	
41	Approve	Alexis M Stallman	itdashboard@siu.edu	Chair/Fiscal Officer	itdashboard@siu.edu
44	not approved	Maria Fernanda Sanchez Gongora	brandon.byars@siu.edu	Chair/Fiscal Officer	
45	Approve	Maria Fernanda Sanchez Gongora	itdashboard@siu.edu	Chair/Fiscal Officer	itdashboard@siu.edu
47	Approve	Alexis M Stallman	itdashboard@siu.edu	Chair/Fiscal Officer	itdashboard@siu.edu
50	Approve	Jerome F Specht	alexis.stallman@siu.edu	Chair/Fiscal Officer	alexis.stallman@siu.edu