

Processing Summer Appts. - Grad Assistants UIS - PITR

STEP 1 Complete the **Banner ID, Name, Home Org Code** and **Home Dept** fields on the PITR.

STEP 2 Complete the **Memo** section with the following type of information: Adding Summer Job; provide actual service dates and any additional supporting information or instructions as needed. Be specific.

STEP 3 Complete the Job Information section



NOTE: Position information:

- If grad is providing summer service consistent with a current job, use same position number.
- If the grad does not have a current job consistent with the summer service, use an appropriate vacant graduate position.
- If unit does not currently have an appropriate vacant graduate position, create a position according to guidelines provided for the employee class (**do not use** SMMR P-class, use appropriate graduate p-class). At UIS, the position number will be established by the Office of the Provost.

- **Position/suffix** = grad position number with suffix 'SM'

- **Job Begin Date** =

<i>If job driven by service dates, enter...</i>	<i>If job driven by total amount to be paid, enter...</i>
service begin date	pay begin date (i.e. 5/16 or 6/16)

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- **Job End Date** =

<i>If job driven by service dates, enter...</i>	<i>If job driven by total amount to be paid, enter...</i>
service end date	pay end date (i.e. 6/15, 7/15, 8/15)

- **Job Title** = title of job for which service will be provided

- **Job Change Reason Code** = JB007

- **Job Change Reason Desc.** = Add Summer Job

- **Job Type** = Secondary

- **Job FTE** = FTE employee is providing service

- **Job Appt %** = 100

- **COA - Timesheet Org** = Organization paying for the job

- **Job E-Class** = appropriate grad e-class

STEP 4 Complete the Job Salary Information section

- **Assign Salary** = monthly amount to be paid

- **Pays** = # of months payment will be distributed (1, 2 or 3)

STEP 5 Route for approval(s) as appropriate



NOTE: If not home unit, route documents for internal approval and then forward to home unit for approval prior to submission to UIS Grad PITR Processors.

STEP 6 UIS Grad PITR Processors (UIS).. They review and complete Banner entry.