Graduate Assistant Position Change

This guide will cover:

- The steps to completing a Graduate Assistant (GA) assignment/position change.
- Position changes can be used when a GA is continuing within the same department but moving between types of GA appointments (GTA, GRA, GAA).

This guide details the steps for completing this process using Decentralized Human Resources Representative (DHR) WyoCloud access.

This process should only be used to change GA positions within a single academic year. All GAs must be hired through the Recruiting system each fall in accordance with the Graduate Fellowship and Assistant Policy. See Graduate Assistant Hire Process Quick Reference Guide for details on completing a GA hire.

Step One

- Navigate to Person Management using the Navigator bar.

To find Person Management go to: Navigator > My Workforce > Person Management.
Step Two
Locate the GA whom the assignment change is needed.

- The Person Management: Search page will display. Here you can search for all employees within your area of responsibility.
- To search, enter at least one of the fields marked with a double asterisk (**). Name or Person Number are recommended.
- To search for previous employees, check the Include terminated work relationships box and adjust the Effective As-of Date.
- Click Search.

- Once the desired employee is located, click their name from the search results.
  - If the employee appears on the list multiple times, they have multiple assignments. Take care to ensure you select the correct assignment.
After clicking on the employee’s name, *The Person Management: Manage Employment Page* will be displayed.

**Step Three**

- Select **Edit** then **Update**.
In the *Update Employment* pop up window, enter in the following information:
- **Effective Start Date**: Enter when the assignment change should go into effect.
- **Action**: Position Change

- Click **OK**.

- The *Assignment Details* page will appear.

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**Step Four:**
- Under Job Details, click the *Position* drop down, then **Search**.
- Remove the current assignment name from the Name field.
- Search for the new assignment code using the following formula:
  - \(5 + \text{type of Graduate Assistant Code} + 5 \text{ digit HR Department Code} + \text{Workers Compensation Code}\)
    - Graduate Assistant Codes:
      - 1 = Graduate Teaching Assistant (GTA)
      - 2 = Graduate Research Assistant (GRA)
      - 3 = Graduate Administrative Assistant (GAA)
    - Workers Compensation Codes (GTA and GRA can only have Workers Comp Code 2 or 3):
      - 1 = Clerical
      - 2 = Professional
      - 3 = Professional with lab
      - 4 = Non-professional
- Once desired code is located, click to the left of the name to select.
- Click Ok.
You may get a confirmation notice, such as the one below, click **Yes**.

Click **Ok** in the vacant FTE warning window.

If needed, you can also update the Working Hours (FTE) for the GA on this screen.
Step Five

- After all updates have been made, click the Review button in the top right corner.

- Confirm all changes are accurately conveyed on the Edit Employment: Review page.
- Scroll to the bottom of the page and click the plus sign under Comments to add a justification for the change.
- There is also a location to add relevant attachments.

- After adding comments and confirming all changes, click Submit in the upper right corner.

This completes the assignment change process.