Extending a Graduate Assistant Using Manage Salary

This guide will cover:

- This process covers situations in which a Graduate Assistant (GA) is hired for one period of time then is extended additional semester(s) within a single academic year.
- In order for this process to be completed the GA must not have already been terminated.
- In order to follow this process the GA must be continuing in the same department.
- If funding for the position changes for the extension, the HRMS Funding form must also be completed.

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

This process should only be used to extend GAs during 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.

This process can also be followed to extend temporary lecturers and other salaried, non-benefited employees paid on a monthly basis.

Step One

- Navigate to My Workforce using the Navigator bar.
- Select Person Management under the My Workforce header within the navigator.
Step Two
Locate the GA for whom the extension 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.
- Click Search.

Once the desired GA is located, click their name from the search results.
Step Three
The Manage Employment page will display.

- Click the Task menu to the right of the page then Manage Salary.

The Manage Salary page will display. Click Propose New Salary on the right side of the page.
In the Propose New Salary pop up window, set an effective date for the change. This should be the start of the semester being added.

- Select the Change Salary from the Action drop down.
- Select the appropriate reason from the Reason drop down.
- Click Ok.

The New Salary section will open. Enter the new End Date for the salary. This should be the end of the final month of the GA will be employed (i.e.: 5/31 for Spring Semester NOT the final day of the semester).

- Select Monthly Salary Basis from the Salary Basis drop down.
- Update the Salary Amount if needed.
- Click **Continue** in the upper right corner.

**Step Four**

- Ensure the information is correct under **Review Salary**.
- It is **required** to add a justification for the salary change under *Comments*. Relevant attachment(s) should also be added. In either area, click the **plus sign (+)** to add comments or attachments.

- The full approval workflow can be reviewed by expanding the *Approvers* section.

- Click Submit to complete the transaction and begin approval workflow.

You have now completed Extending a GA using Manage Salary.