

The background of the slide features a large, faint watermark of the Rutgers University seal, which is a circular emblem containing the university's name and founding date.

RUTGERS

School of Arts and Sciences

SAS Appointment Process

Teaching Assistants (TA)

&

Graduate Assistants (GA)

January 2021

Overview

TA/GA Requests Online

- ***Entire process online***
 - Requests/Approvals
 - Appointment Letters – generated and emailed
 - Notification Memos - emailed
 - Copy to department
- ***Benefits***
 - More efficient
 - Less paper
 - Faster processing

Key Features

SAS - Anthropology Pending In Queue Sort By Last Mod Date Show Prev. Cycles:

-- Select Who Gets Reminder -- Send Reminders

Show 100 entries Search:

Name	Appt Type	Status	Last Modified Date	Actions	Accepted?
SAS - Anthropology					
Cabrera, Gabrielle	TA	In Queue For: Department Approval	3/29/2019 8:38am	-- Select -- Delete	Pending
Smith, Catherine	TA	In Queue For: Graduate Director Approval	3/29/2019 8:38am	-- Select -- Delete	Pending

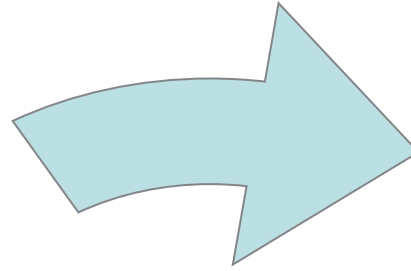
Showing 1 to 2 of 2 entries Previous 1 Next

Submit Changes

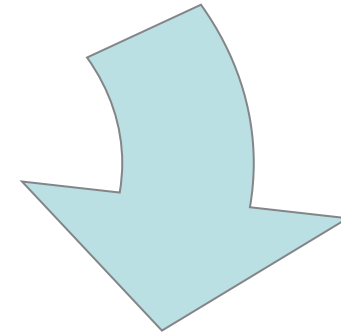
- View requests at all stages
 - Pending in your queue (default)
 - Pending in all queues
 - Completed Submissions
 - All submissions
- Sort records by last modified date or name
- See current status of request
- View candidates response to offer
- View previous cycles

Process Overview

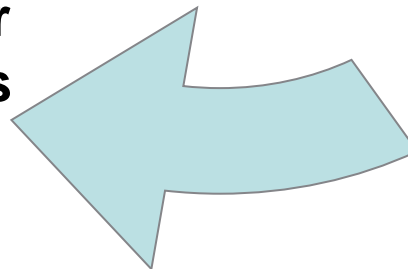
**April 30
Notification Memos
for Fall Semester**



**April/May/June
Appointment Requests
for Fall Semester appts**



**November/December
Appointment Requests for
for Spring Semester appts**



**October 31
Notification Memos
for Spring Semester**

System Access

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SAS Central Authentication

School of Arts and Sciences Central Authentication Service

TA/GA APPOINTMENT REQUEST

UNAUTHORIZED USE OF THIS SYSTEM IS PROHIBITED

PLEASE LOGIN WITH YOUR NET ID

Net ID:

Password:

Log In

© Rutgers University

- Direct Page – <https://secure.sas.rutgers.edu/apps/taga/main>
- Web portal – <http://sas.rutgers.edu/custom/appointment/>
- Sign in – NetID and Password
- Access is granted by the SAS Human Resources team

Main Screen

[New Submission](#) [Notification List](#) [Dept List](#) [Send Reminder Emails](#)

[Pending In Your Queue](#) [Sort By Last Mod Date](#) [Filter List](#)

There are currently no submissions available for viewing

- **Access** - area and level of responsibility
- **Default** – Pending in Queue and Sorted by Last Mod Date
- **Filter List** – Use dropdown to change entries seen
- **New Submission** – Enter new requests
- **Notification List** – Receive entries that require notification

Notification Memo - Process

The screenshot shows the Rutgers TA/GA Application interface. At the top, it displays the Rutgers School of Arts and Sciences logo and the text "TA/GA Application". Below this, it indicates the user is logged in as Denise M. Stremlo and provides a "Logout" link. The main content area features a navigation bar with "All" (selected), "Filter List", "Dept List", and "Back To Main" buttons. Below the navigation bar, the title "SAS - CCB - Ctr Biomaterials" is displayed. The central part of the interface is a table with the following columns: Name, Appt Type, Notif Status, Reappoint Type, Actions, and Check Box to Send Letter. The table lists six candidates, all with a "Pending" status and a "Reappoint" type. Each row includes a "Preview Letter" button and a "Send Ltr?" checkbox. At the bottom of the table, there are "Save Edits" and "Send Ready Letters" buttons.

Name	Appt Type	Notif Status	Reappoint Type	Actions	Check Box to Send Letter
Ezra, Mindy	GA	Pending	-- Select --	Preview Letter	Send Ltr? <input type="checkbox"/>
Kilfoyle, Brian	GA	Pending	-- Select --	Preview Letter	Send Ltr? <input type="checkbox"/>
Lewitus, Dan	GA	Pending	-- Select --	Preview Letter	Send Ltr? <input type="checkbox"/>
Magno, Maria Hans	GA	Pending	-- Select --	Preview Letter	Send Ltr? <input type="checkbox"/>
Salahi, Sara	GA	Pending	-- Select --	Preview Letter	Send Ltr? <input type="checkbox"/>
Sommerfeld, Sven	GA	Pending	-- Select --	Preview Letter	Send Ltr? <input type="checkbox"/>

- Click on “Notification List” button on Main screen
- Department preparer selects option – Reappoint, Waitlist or Non-Reappoint
- Notification Memo will be emailed directly to candidate

Notification Memo - Process

- Click on “Dept List” button on Main screen or Notification Screen
- Must notify SAS Human Resources department to upload revised “TA Criteria” Document
- Notification Memo to TAs will not be emailed without TA Criteria document.

Department List Main Screen:

Dept Name	Campus Address	Contact	Chair Name
SAS - African Studies Association	Campus		
SAS - CCB - Ctr Biomaterials (New Jersey Center for Biomaterials)	Busch Campus Life Sciences Building 145 Bevier Road Piscataway, 08854	maimone@biology.rutgers.edu 732-445-0488	Joachim Kohn (Director)

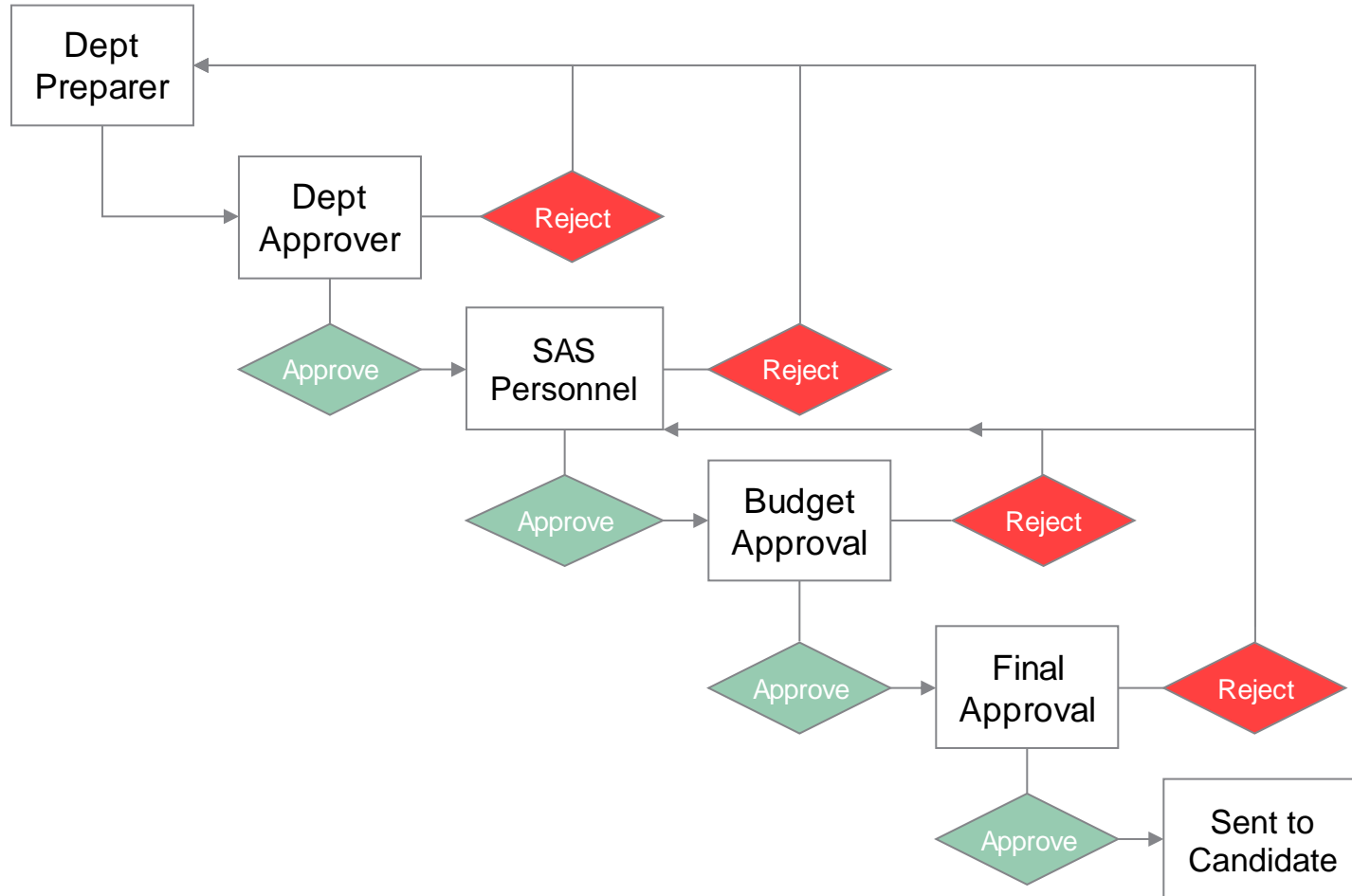
After Clicking on Department Name:

Edit Department Information

TA/GA Notification Letter Info

Upload TA Criteria Document (PDF only):

Work Flow Process



Dept Preparer – New Entry

[Back To Queue](#)

TA/GA Appointment Request Form

Status: New Submission

I. Student Information

REVISED: No

RUID:

Appt. Type: CP Type:

Department/Unit:

Title: Last Name: First Name:

Address 1: Address 2:

City: State: Zip Code: Gender:

Email:

Grad. Program Name/Code: Term of Admission:

Number of Prior Semesters as TA/GA:

STUDENT INFORMATION

- Department/Unit – access limited to areas of responsibility
- RUID must be entered. If record in student data warehouse or appointment web-based system:
 - name, address, gender, email, grad program and term of admission fields will auto-populate.
- Select Appt. Type and CP Type
- Fill in # of Prior Semesters as TA/GA

Dept Preparer - New Entry (cont'd)

II. Appointment Information

Appt. Terms:

Effective Date of Appt.: to

Pay Dates: to

Total Salary \$:

Base Salary \$: CP Salary \$: Supplemental Salary \$:

Prior Yr Salary \$: Prior Yr Base \$: Prior Yr CP \$: Prior Yr Sup \$:

UDO#: Approved Allocation? Yes No

APPOINTMENT INFORMATION

- Select Appointment Terms from drop down menu
 - Effective Date of Appointment & Pay Dates will auto-populate for AY, CY must be entered
 - Enter Base salary and CP salary or supplementary salary for requested appointment and prior year
 - Enter UDO# and check if it is part of the approved allocations for the year. If no, a new box will open to add project/grant account information.

Dept Preparer - New Entry (cont'd)

III. Personnel Information

Does/will the candidate **currently** (with this appointment) hold another Rutgers appointment? Yes No

Is this the candidate's first Rutgers appointment? Yes No

Does the candidate require health benefits? Yes No

Citizenship Status:

Is the candidate a New Jersey Resident? Yes No

IV. TA Position & Testing Information

Position Description:

PERSONNEL INFORMATION

- Fill in questions and drop down questions as applicable in form

TA Position & Testing Information

Position Description (TA only)

Dept Preparer - New Entry (cont'd)

COMMENTS – Use comment box to communicate information forward to approver levels for review

- Revised Appointments: Reason for revision required in comment box
- Any information which will assist approvers in understanding unusual circumstances (funding exceptions, new appointment replacements)

SUBMIT

TA – moves to Graduate Director Queue before Chair

GA – moves to Chair

SAVE – Save and return to request later

Revisions – If going from an AY to Fall only appointment, do NOT revise. Terminate at end of semester to avoid losing health benefits. Call SAS Human Resources to discuss in further detail.

Dept Approver

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TA/GA Application
Logged in as Denise M. Stremlo / [Logout](#)

Pending In Your Queue Sort By Last Mod Date

SAS - African Studies Association

Name	Appt Type	Status	Last Modified Date	Actions	Accepted?
doe, Jane	GA	In Queue For: Department Approval	2/22/2011 12:45pm	<input type="button" value="- Select - v"/>	Pending
Smith, John	TA	In Queue For: Department Approval	2/22/2011 12:43pm	<input type="button" value="- Select - v"/>	Pending

- TA – must have graduate director approval & chair approval
- GA – chair approval only
 - Click on name to view individual submission information
 - Actions Column: To approve or reject from status page
 - Submit changes

Dept Approver

- Record is read only.
- Approve – Submit forward for Human Resources Approval
- Reject – Send back to department preparer
- Comments box – to communicate additional information or reason for rejection, if needed

[Back To Queue](#)

TA/GA Appointment Request Form

Status: In Queue For: Graduate Director Approval
All fields (except for comments) are read-only.

I. Student Information REVISED:

RUID:

Appt. Type: CP Type:

Department/Unit:

Title: Last Name: First Name:

Address 1: Address 2:

City: State: Zip Code: Gender:

Email:

Grad. Program Name/Code: Term of Admission:

Prior Semesters as TA/GA:

II. Appointment Information

Appt. Terms: %

Effective Date of Appt.: to

Pay Dates: to

Total Salary \$:

Base Salary \$: CP Salary \$: Supplemental Salary \$:

Prior Yr Salary \$: Prior Yr Base \$: Prior Yr CP \$: Prior Yr Sup \$:

Account #: Position #:

III. Personnel Information

Does/will the candidate **currently** (with this appointment) hold another Rutgers appointment? Yes No

Is this the candidate's first Rutgers appointment? Yes No

Does the candidate require health benefits? Yes No

Citizenship Status:

Is the candidate a New Jersey Resident? Yes No

IV. Graduate School -- New Brunswick Information

Position Description:

V. Comments

Submission History & Comments

2/23/2011 4:19pm: Approve by Dept AA by Trent E. Di Renna (tdirenna)

Human Resources (Personnel) Approver

- Human Resources representative from Dean's Office reviews request
- Approve – Submit forward for budget approval
- Reject – Send back to department preparer
 - Resubmission must go through department approver again
- Comments box – If appointment is rejected, reason will be communicated

Budget Approver

- Record is read only
- Approve – Click on “Budget Approved” at bottom of record
- Reject – Sends back to Human Resources (Personnel)
- Comments box – Use to communicate reason for rejection or additional information if needed

[Back To Queue](#)

TA/GA Appointment Request Form

Status: Approved By: Personnel -- In Queue For: Business
 All fields (except for comments) are read-only.

I. Student Information **REVISED: No**

RUID:

Appt. Type: CP Type:

Department/Unit:

Title: Last Name: First Name:

Address 1: Address 2:

City: State: Zip Code: Gender:

Email:

Grad. Program Name/Code: Term of Admission:

Number of Prior Semesters as TA/GA:

II. Appointment Information

Appt. Terms: %

Effective Date of Appt.: to

Pay Dates: to

Total Salary \$:

Base Salary \$: CP Salary \$: Supplemental Salary \$:

Prior Yr Salary \$: Prior Yr Base \$: Prior Yr CP \$: Prior Yr Sup \$:

UDO#: Approved Allocation? Yes No

III. Personnel Information

Does/will the candidate **currently** (with this appointment) hold another Rutgers appointment? Yes No

Is this the candidate's first Rutgers appointment? Yes No

Does the candidate require health benefits? Yes No

Citizenship Status:

Is the candidate a New Jersey Resident? Yes No

IV. TA Position & Testing Information

Position Description:

V. Comments

Final Approval – Dean's Office

- Letter reviewed and sent to candidate's email address provided in system via DocuSign
- Letter can be viewed as a PDF in the system
- Candidate must electronically sign letter and waiver via DocuSign
- Signed copy sent to department email provided in Department List
 - *Be sure to contact a Human Resources Associate when there is a change in Staff so email address can be updated in appointment portal*
- Payroll paperwork can be prepared and submitted as needed

Revising Records

[View Sent PDF](#)

[Resend Email](#)

[Revise Record](#)

Additional Cc Emails

Add New CC:

Name Email

[Submit CC Edits](#)

Submission History & Comments

8/24/2018 1:20pm: Send by Tamara Pakela (tp378)

8/24/2018 12:09pm: Approve by Business by Anthony R. Gardner (angardne)

8/24/2018 11:19am: Approve by Personnel by Tamara Pakela (tp378)

8/22/2018 3:55pm: Approve by Dept Approver by Megerditch Kiledjian (kiledjia)

8/22/2018 3:07pm: Approve by Dept AA by Lauryn Siu (lsiu)

8/22/2018 2:02pm: Save by Dept AA by Lauryn Siu (lsiu)

-
- Revisions – After an appointment letter is sent, records can be revised by clicking on the “Revise Record” button.
 - Both the original and revised records are accessible.
 - Must go through Approval process again
 - Submission History & Comments – at the bottom of each record