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

- 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 Spring Semester appts

October 31
Notification Memos for Spring Semester
System Access

- 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

- **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

There are currently no submissions available for viewing.
### Notification Memo - Process

**SAS - CCB - Ctr Biomaterials**

<table>
<thead>
<tr>
<th>Name</th>
<th>Appt Type</th>
<th>Notif Status</th>
<th>Reappoint Type</th>
<th>Actions</th>
<th>Check Box to Send Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ezra, Mindy</td>
<td>GA</td>
<td>Pending</td>
<td>-- Select --</td>
<td>Preview Letter</td>
<td>Send Ltr?</td>
</tr>
<tr>
<td>Kilfoyle, Brian</td>
<td>GA</td>
<td>Pending</td>
<td>-- Select --</td>
<td>Preview Letter</td>
<td>Send Ltr?</td>
</tr>
<tr>
<td>Lewitus, Dan</td>
<td>GA</td>
<td>Pending</td>
<td>-- Select --</td>
<td>Preview Letter</td>
<td>Send Ltr?</td>
</tr>
<tr>
<td>Magno, Maria Hans</td>
<td>GA</td>
<td>Pending</td>
<td>-- Select --</td>
<td>Preview Letter</td>
<td>Send Ltr?</td>
</tr>
<tr>
<td>Salahi, Sara</td>
<td>GA</td>
<td>Pending</td>
<td>-- Select --</td>
<td>Preview Letter</td>
<td>Send Ltr?</td>
</tr>
<tr>
<td>Sommerfeld, Sven</td>
<td>GA</td>
<td>Pending</td>
<td>-- Select --</td>
<td>Preview Letter</td>
<td>Send Ltr?</td>
</tr>
</tbody>
</table>

- 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.
Work Flow Process

Dept Preparer

Dept Approver

SAS Personnel

Budget Approval

Final Approval

Sent to Candidate

Approve

Reject

Approve

Reject

Approve

Reject
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
II. Appointment Information

Appt. Terms:  -- Select -- ▼  -- Select -- ▼  -- Select -- ▼  □%  
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.
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:  US Citizen  ▼
Is the candidate a New Jersey Resident?  ○ Yes  ○ No

IV. TA Position & Testing Information

Position Description:  Lecturer  ▼

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.
• 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
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
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

- 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

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 Kledjian (kledjia)
8/22/2018 3:07pm: Approve by Dept AA by Lauryn Siu (lisiu)
8/22/2018 2:02pm: Save by Dept AA by Lauryn Siu (lisiu)