SAS Appointment Process
Teaching Assistants (TA)
&
Graduate Assistants (GA)

January 2024
Overview

TA/GA Requests Online

- Entire process online
  - Requests/Approvals
  - Appointment Letters – generated and emailed
  - Notification Memos - emailed
  - Copy to department
## 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
- June/July/August: 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

- 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:

After Clicking on Department Name:

Edit Department Information

TA/GA Notification Letter Info

Upload TA Criteria Document (PDF only): 

Submit Dept Edits
Work Flow Process

Dept Preparer

Dept Approver

Reject

Approve

SAS Personnel

Reject

Approve

Budget Approval

Reject

Approve

Final Approval

Reject

Approve

Sent to Candidate
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
- Fill in # of Prior Semesters as TA/GA
Dept Preparer - New Entry (cont’d)

II. Appointment Information

- **Appt. Terms**: -- 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/Dept Approver

**GA** – moves to Chair/Dept Approver

**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**

- **TA** – must have graduate director approval & chair/department approval
- **GA** – chair/department 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