Graduate Research Assistant (GRA) Intent to Appoint Form Process Overview

1. **Changes to the GRA Intent to Appoint Form:** Intent Form Link
   a) The GRA Intent to Appoint Form will function more like an Offer Letter and will substitute for a Payroll Form in certain circumstances.
      i) A GRA Intent to Appoint Form will be required when a student is being placed on a new position number due to a new hire, transfer, rehire, etc. or if there are substantial changes to the job description/duties statement.
      ii) The appointment and funding (or job, position and funding) will be keyed from the GRA Intent to Appoint Form and therefore will replace the payroll form.
      iii) There will no longer be the requirement to have an "active intent" on file to cover the period of employment.
      iv) An end date is not required on the form, but if it is included it will be entered into Job Data in HRSA and the appointment will be terminated on the effective date provided.
      v) The original GRA Intent to Appoint Form is used by Payroll Services and should contain original signatures.
      vi) All GRA initial appointments or rehires after a gap in employment of one year or longer will be subject to the university's background check policy.
      vii) Eligibility for employment is contingent upon the outcome of the background check.

2. **Signature Approval Process and Workflow: (**Routing Process Diagram Link**)**
   a) Department – Completes and signs the form and obtains the student and academic department's signatures. The completed form is submitted to the appropriate funding budgetary authority for approval.
   b) Budgetary Authority – Reviews position number and funding accuracy, job description and duties statement, and salary equity. Provides sign-off and submits to Payroll Services for keying.
   c) Payroll Services enters job, position and funding data, end date (if provided) from the GRA Intent to Appoint Form.
   d) Copies of the GRA Intent to Appoint Form are not returned to the department by Payroll. The GRA Intent Forms are included in the employee's personnel folder.

3. **When to Use a Payroll Form:**
   a) A payroll form may be used for any subsequent action such as changes to standard hours (i.e., FTE), position department, funding, compensation (i.e., salary increases), terminations with documentation (if appropriate), etc. Necessary budgetary approval is still required.
   b) Any Department or Budgetary Authority questions regarding salary equity issues (i.e., a reduction in compensation/significant increase) may be directed to Human Resources & Equal Opportunity (HR/EO) for consultation.

4. **Enrollment Verification:**
   a) Payroll will continue to provide the enrollment check through its existing process.
   b) Payroll will communicate with Departments and/or Budgeteers in the event an individual is not enrolled in the required number of hours and/or does not have the approved certification to enroll in fewer than six credit hours.
   c) Departments should be appointing only those graduate students who meet the enrollment qualifications to hold a GRA position.

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5. **Transfers:**
   a) GRAs may be transferred between academic units/centers via payroll form as long as the position description and field of study remains the same or closely similar AND if the same position number is used. A GRA Intent to Appoint Form is not required if the position number stays the same.
   b) Transfers between departments should occur at the beginning of the payroll period and should be submitted timely to avoid retroactive funding adjustments.
   c) If the center/academic unit does not want to release the position number to the other unit for the transfer, the GRA will need to be terminated via payroll form from the existing department and then rehired via a GRA Intent to Appoint Form by the new department for the new position.
   d) If a center/unit runs out of existing student position numbers, contact Payroll Services payroll@ku.edu. The request should include the effective date, job code, department number, Pool ID, standard hours and building, and if possible the supervisor's position number for the student.

6. **Concurrent Positions vs. Split Funding**
   a) For GRAs with multiple funding, the decision to use multiple positions or multiple sources of funding on a Pool is made by the budgetary hierarchy.

7. **Leaves of Absence/Terminations/Rehires**
   a) If a GRA is not to be compensated due to time taken off during university breaks (i.e., fall, winter, and/or spring – not summer) but is expected to return to work, a termination does not need to be issued if the employee will be off for no more than two consecutive payroll periods (28 days).
      i) If less than a full payroll period is to be unpaid, leave without pay hours (LWP) should be entered into the HRSA time and leave panel for each unpaid day.
      ii) If a full payroll period is to be unpaid, the *Ok to Process?* box should be unchecked in the HRSA time and leave panel.
      iii) If a leave of absence period is needed due to a medical condition or exceeds two consecutive payroll periods (28 days), a Leave of Absence request must be submitted and approved by HR/EO.
   b) In the event a GRA will not be working for multiple weeks between fall/spring session or over breaks and it is uncertain that the student will return in a GRA capacity, the department may terminate that employee and then rehire the individual with a new GRA Intent to Appoint Form if the individual returns to work.
   c) In the event a GRA is being terminated due to performance/misconduct related issues, contact HR/EO at 4-4946 for assistance.

8. **Background Check Process**
   a) KU and Board of Regents policy requires that all new GRA positions or any rehire after a one-year period are conditional offers of employment subject to the successful completion of a background check.
   b) Departments will be required to indicate in the "For department/school/division use only" section the following:
      i) If the candidate selected is in an initial appointment or rehire after a one year period
      ii) If the candidate selected is an international student transferring from a U.S. Institution/employer or has been in the U.S. 30 days or longer.
   c) If one or both of the boxes are selected, a copy of the signed GRA Intent Form must be sent by the Dean/Vice Provost Office to HR/EO initiate the background check process.