This quick step guide will show you how to hire or rehire student faculty in HCM for summer appointments. Student faculty instructional positions include TA, GPTI, and Grad Reader appointments. These positions are only open to degree-seeking graduate students enrolled full-time during the AY on the Boulder campus. Students are not required to be enrolled in the summer to hold an appointment. Students may be appointed for 100% during the summer without filing for an exception. For additional guidance on summer appointments see the Summer Session Payment Memo: http://www.colorado.edu/AcademicAffairs/resources.html

HCM PeopleSoft Steps:

1. **Position Information**

   All summer appointments for student faculty must be entered as an additional job, distinct from any academic year job. New position numbers should be created for the Summer Session appointments, or you may be able to reuse existing position numbers. When creating a new position or reusing an existing position for TAs or GPTIs be certain to use the correct Summer Session FOPP (summer 2016 – program 28888). RA and GA positions should not be associated with Summer Session FOPPS.

2. **Student Enrollment Verification in HCM**

   A. Navigate to CU Student Info & Processes > CU Student Information

   **CU Student Information**

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   [Find an Existing Value]

   [Search Criteria]

   [Search] [Clear] [Basic Search] [Save Search Criteria]
B. Enter in either Employee Id or Student Name. Review Enrollment Hours/Full Time status.

3. Enter Student Faculty Appointment to HCM
   A. Navigate to Document Collection > Smart ePAR Pay Actions > ePAR Hire > Add
B. Enter in Search Criteria to see if this is a rehire or new hire.

![Search Criteria](image)

C. All TA/GPTI appointments for summer are paid on a contract basis.
   Graduate Part-time Instructors (job code 1503)
   Teaching Assistants (job code 1506)
   Graduate Readers (job code 1504)

D. Your Action / Reason will be either Hire / Additional Job. Enter in the Effective Date and select the radio button that the employee is on a contract.

![Action/Reason Selection](image)

E. For a new hire you will need to enter in the personal information / For a rehire then verify the personal information is correct.
F. Enter in **Position Number** (job code 15XX), if **Standard Hours** are less than or equal to 20 hours, then the position is **Part Time**, if **Standard Hours** are more than 20 hours then the position is **Full Time**, **Pay Group** is STM (Student Faculty Monthly), enter in the **Appointment End Date**

![Hire/Rehire Form](image1)

G. Enter in the **Comp Freq**: C (Contrac) – this might default to H (Hourly) so make sure to check this. **Rate Code** should be set BASEC (Base Monthly)

![Hire/Rehire Form](image2)
H. Enter in the **Contract Pay Type: Summer Contract** and then enter in the **Contract Begin** and **Contract End** dates.

I. Verify that the funding is correct

J. Save the transaction and submit the transaction for approval

K. Note that positions do not auto term at the end of a semester. You will have to go in and term the appointments to stop pay.

4. **Student Faculty Earnings Code for HCM**

   CRX is the new student contract earnings code. You will use this if you need to do a manual time entry into HCM CU Time. The CRX code also available in My.Leave.