

GRADUATE ASSISTANT AND GRADUATE RESEARCH ASSISTANT APPOINTMENT AND TERMINATION PROCESS

GRADUATE STUDENTS

All ChBE graduate students working as a GRA or GA should submit a new hire, rehire, or termination request in GT Gradworks **each semester**. Link to GT Gradworks: <https://gtapps.gatech.edu/gtgradworks/>

ChBE sends an email out to all ChBE grad students each semester to let them know what the deadline is for entering their requests for the following semester.

The GT Gradworks approval process routes to both the home and work departments to ensure the student is 1) rehired and their pay does not cut off; 2) for GRAs's, a tuition waiver is entered by the home department.

- If the student is already in the GT Gradworks system from the prior semester, the student should complete a "Rehire" request, available under their student dashboard in Gradworks.
 - If the student is being termed vs. rehired, the termination option will also be available under the student's dashboard in Gradworks
- If the student has never submitted a request in Gradworks, the student should submit a "New Hire Request"
- If the student should be a "Rehire" and does not have a "Rehire" option, or any other error is encountered by the student when attempting to submit a Gradworks request, please contact Dawn Franklin (dawn.franklin@chbe.gatech.edu)
- **For students working in ChBE whose home departments are not participating in GT Gradworks, the student should follow their home department's hiring process.**
- **Brand new students who are just starting their first semester will be processed by Dawn Franklin and Janice Whatley (the student will not need to submit the initial GT Gradworks request)**

FACULTY ADVISORS

Once the student submits a request, the request will come to the faculty member's queue in Gradworks to approve the request. ChBE will send an email to all faculty with the Gradworks approval deadline each semester. Please note that due to the high volume of students being processed by central HR, late approvals could result in the student's pay being delayed or the student's employment terming in error.

PROJECT CHANGES OR TERMINATIONS

As GT Gradworks does not interface with the salary planning and distribution system, project changes or terminations outside of GT Gradworks processing periods (i.e. mid-semester project changes, terms, etc.) should be emailed to the following:

GRA/GA Terminations:

- Dawn Franklin (dawn.franklin@chbe.gatech.edu) with copy to the faculty supervisor's assigned accountant

GRA/GA Project Changes:

- Deborah Babykin for non-EBB (deborah.babykin@chbe.gatech.edu) or Carla Zachary for EBB (carla.zachary@ebb.gatech.edu) with copy to assigned accountant.