<u>GRA FAQs</u>

Q. Who recruits the candidate for the position?

A. Department recruits, selects the candidate, and informs the HR onboarding team.

Q. Can a student hold two positions?

A. Yes, a GRA can indeed hold two positions, provided both are exempt. This means that these positions have a set salary and are not eligible for overtime.

However, it is important to note that a GRA cannot hold a combination of one exempt and one non-exempt position (eligible for overtime), nor can they hold two non-exempt positions simultaneously.

Department is responsible for having these discussions with candidate.

For SPH students, please contact the SPH administration before proceeding with the recruitment process.

Departments should reach out to OIA to ensure eligibility before initiating recruitment process for students on visas.

Q. How do I create a requisition?

A. Please refer to the "Creating Requisition" Job Aid.

Q. Who provides the offer letter?

A. The department issues the offer letter to the candidate and either uploads it to Taleo or forwards it to HR.

Q. What is the typical turnaround time to finish the onboarding process?

A. If the candidate is not OIA and completes their tasks as soon as they receive the New Hire Paperwork, it can be less than 10 days.

Q. Who approves the PASS transaction?

A. The HR onboarding team is not involved in the PASS approval process. Once the PASS has been submitted, it goes to SDR for approval.

***Please see the following example which shows the Job Code/Title/Family:

Job Code	0907
Job Title	SBMI GRA E
Job Family	S

If necessary, refer to the Job Codes in the HR Compensation's "Student-rate-schedule" link.