# PROCESSING GRADUATE STUDENT PAPERWORK

**Note:** This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

For best results with the new “Mini-Manuals” consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If there are questions about information in this mini-manual, or if, after reading the entire manual, the information needed is not found, e-mail psguides@uvm.edu.

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Background

This manual describes how to correctly fill out paperwork for funded graduate students. Much more information about funding graduate students, including a hiring checklist, is available on the Graduate College webpage.

Required Payroll Forms

Correct and timely completion of the required forms is necessary to ensure accuracy of information, timely payroll processing and compliance with federal law. It is the responsibility of the department to ensure that the forms are completed correctly and completely and that all required deadlines are met.

Deadline

Complete packets must be forwarded to Human Resource Services before the deadline as determined by the payroll schedule. Deadlines are clearly noted on the payroll schedule.

Note: Some deadlines may be earlier than expected due to the timing of University closures. These deadlines are clearly marked in red on the payroll schedule.

Process

Completed paperwork should be routed to the graduate college. The graduate college will route forms to Human Resource Services for processing.

Note: HRS will accept hiring packages for payroll with everything except the I-9. Checks will not be released to the student until the I-9 form is completed. Federal regulations require that section one of the I-9 be completed on the first day of work and section two of the I-9 be completed no later than the third day of work. Complete instructions for completing the I-9.

To be completed by the student

- W-4
- VT W-4
- Employee Information Form
Mini-Manual

To be completed by the department

- Personnel Action (PA) form
- Distribution Form

To be completed by both the student and the department

- I-9 Form

Correct Completion of Required Forms

Personnel Action (PA) Form

Purpose: The Personnel Action (PA) Form is the form that starts the process of hiring an individual. The PA Form contains information about the individual as well as the department.

General Guidelines and Requirements for PA Form

- This form is required.
- Inaccurate or incomplete information will cause a delay in processing the employee.
- If an assignment end date is not clearly marked, HRS will automatically assign an end date based on the Assignment Term. If the appointment has no end date, this must be clearly marked on the form.

Demographics

This section of the form contains information about the employee and the hiring department. The example below shows this section correctly completed.

The following fields are required for all appointments:

- Social Security: Required for records purposes
- EMPL ID: May be left blank for new hires. If the student is a transfer or has an empl id, filling in this field is helpful.
- Name
- Home Department
- Home Department Code
- Union Code: NU should be filled in here
- FTE: The FTE is typically .25 or .50. It should always be filled in.
Assignment Information

This section of the form contains information specific to the assignment. The examples below show this section correctly completed for 3, 4, 5, 9 and 12 month graduate students.

Note: HRS will automatically terminate all graduate students unless their term is 12 months. For students serving 12 months, clearly note in the comments section the requested termination date.

The following fields are required for all appointments:

- **Action Reason**
- **Effective Date**: Must be the beginning of a pay period never on a partial pay cycle.
- **Job Code**
- **Position Title**
- **Position #**: Existing position numbers can be edited and reused. Reusing position numbers prevents new position numbers from being created and reduces the number of position numbers departments have to keep track of.
- **Assignment Department**
- **Department #**
- **Reports To (Name)**
- **Reports to Position #**
- **Assn Term**: Should equal the number of months of the assignment
- **Assignment Begin**
- **Assignment End**: If an assignment end date is not clearly marked, HRS will automatically assign an end date based on the Assignment Term.
- **Base Salary/Wage**
- **Actual Salary:** (See [Calculating the Wage](#) for help determining this number)
- **FLSA:** Will always be No. These positions are always Exempt and are therefore not subject to FLSA regulations

### 3 Month Term

![Assignment Information Table](image)

### 4 Month Term

![Assignment Information Table](image)
### 5 Month Term

<table>
<thead>
<tr>
<th>ASSIGNMENT INFORMATION</th>
<th>EFFECTIVE DATE</th>
<th>EMP REC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>X NEW HIRE ____ ADD ADDITIONAL ASSIGNMENT ____ RE-HIRE ____ JOB TRANSFER</td>
<td>1-1-2012</td>
<td>(HR Use Only)</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>POSITION TITLE</td>
<td>POSITION #</td>
</tr>
<tr>
<td>0983</td>
<td>Graduate Assistant</td>
<td></td>
</tr>
<tr>
<td>ASSIGNMENT DEPARTMENT</td>
<td>DEPARTMENT #</td>
<td>REPORTS TO (Name)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>52090</td>
<td>John Doe</td>
</tr>
<tr>
<td>FLSA</td>
<td>SHIFT</td>
<td>PRM ASSN</td>
</tr>
<tr>
<td>N</td>
<td>1 2 3</td>
<td>Y or N</td>
</tr>
<tr>
<td>ASSIGNMENT BEGIN</td>
<td>ASSIGNMENT END</td>
<td>BASE SALARY/WAGE</td>
</tr>
<tr>
<td>1-1-2012</td>
<td>5-31-12</td>
<td>18,100</td>
</tr>
</tbody>
</table>

For changes to the Position Allowance Model (P.A.M.) funding components, please email a completed Position Change Order (PCO) form to: fabadmin@svm.edu (The PCO is available at http://www.svm.edu/~ofabweb/9Page.pmrecruit1.html)

**REQUIRED-** SELECT ONE: ______ NO CHANGES TO P.A.M. ______ P.A.M. CHANGES; UPDATED P.C.O. EMAILED ______ N/A

### 9 Month Term

<table>
<thead>
<tr>
<th>ASSIGNMENT INFORMATION</th>
<th>EFFECTIVE DATE</th>
<th>EMP REC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>X NEW HIRE ____ ADD ADDITIONAL ASSIGNMENT ____ RE-HIRE ____ JOB TRANSFER</td>
<td>9-11-11</td>
<td>(HR Use Only)</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>POSITION TITLE</td>
<td>POSITION #</td>
</tr>
<tr>
<td>0983</td>
<td>Graduate Assistant</td>
<td></td>
</tr>
<tr>
<td>ASSIGNMENT DEPARTMENT</td>
<td>DEPARTMENT #</td>
<td>REPORTS TO (Name)</td>
</tr>
<tr>
<td>Chemistry</td>
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<td>John Doe</td>
</tr>
<tr>
<td>FLSA</td>
<td>SHIFT</td>
<td>PRM ASSN</td>
</tr>
<tr>
<td>N</td>
<td>1 2 3</td>
<td>Y or N</td>
</tr>
<tr>
<td>ASSIGNMENT BEGIN</td>
<td>ASSIGNMENT END</td>
<td>BASE SALARY/WAGE</td>
</tr>
<tr>
<td>9-11-11</td>
<td>5-31-12</td>
<td>20,267</td>
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</table>

For changes to the Position Allowance Model (P.A.M.) funding components, please email a completed Position Change Order (PCO) form to: fabadmin@svm.edu (The PCO is available at http://www.svm.edu/~ofabweb/9Page.pmrecruit1.html)

**REQUIRED-** SELECT ONE: ______ NO CHANGES TO P.A.M. ______ P.A.M. CHANGES; UPDATED P.C.O. EMAILED ______ N/A
12 Month Term

Note: HRS will automatically terminate all graduate students unless their term is 12 months. For students serving 12 months, clearly note in the comments section the requested termination on date.

- The Base and Actual Salaries for 12 Month assignments will be the same

<table>
<thead>
<tr>
<th>ASSIGNMENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED: CHECK APPROPRIATE ACTION REASON</td>
</tr>
<tr>
<td>NEW HIREF  ADD ADDITIONAL ASSIGNMENT RE-HIRE JOB TRANSFER</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
</tr>
<tr>
<td>7-1-11</td>
</tr>
<tr>
<td>DAP/REC #</td>
</tr>
<tr>
<td>(For Use Only)</td>
</tr>
<tr>
<td>JOB CODE</td>
</tr>
<tr>
<td>POSITION TITLE</td>
</tr>
<tr>
<td>POSITION #</td>
</tr>
<tr>
<td>WORKING TITLE (if applicable)</td>
</tr>
<tr>
<td>ASSIGNMENT DEPARTMENT</td>
</tr>
<tr>
<td>DEPARTMENT #</td>
</tr>
<tr>
<td>REPORTS TO</td>
</tr>
<tr>
<td>(Name)</td>
</tr>
<tr>
<td>REPORTS TO POSITION #</td>
</tr>
<tr>
<td>(Name)</td>
</tr>
<tr>
<td>ASSIGNMENT BEGIN</td>
</tr>
<tr>
<td>7-1-11</td>
</tr>
<tr>
<td>ASSIGNMENT END</td>
</tr>
<tr>
<td>6-30-12</td>
</tr>
<tr>
<td>BASE SALARY/WAGE</td>
</tr>
<tr>
<td>22,000</td>
</tr>
<tr>
<td>ACTUAL SALARY (for period of assignment)</td>
</tr>
<tr>
<td>22,000</td>
</tr>
</tbody>
</table>

Comments Section

This section of the form contains room for comments regarding the assignment. This section also contains required signatures. The examples below show this section correctly completed.

Tips:

- Always write the total amount of salary the student should receive along with the dates.
- For students serving 12 months, clearly note in the comments section the requested termination on date. 12 month grads that have an assignment end date filled in will mean that grad will be terminated.
- All signatures are required.
I-9 Form

Purpose: The I-9 is the form that the US Department of Homeland Security requires for verification of a person’s eligibility to work in the United States. The University of Vermont is required to process the I-9 form within the guidelines established by the federal government. Failure to do so could result in civil fines or criminal penalties.

Complete instructions for proper completion of the I-9 form are located in the Processing the I-9 Form mini-manual. Consult this manual for complete information.

General Guidelines and Requirements for I-9 Form

The I-9 contains three sections. New employees and departments are responsible for sections 1 and 2. Section 3 refers to updates and changes in the work authorization documents.

Below are general guidelines for completion of the I-9 form:

- Section one must be completed by the employee no later than the first day of work.
  
  **Note:** UVM requires that all work-study students complete section 1 of the I-9 and have section 2 completed by a university official prior to beginning work.

- To avoid the appearance of discrimination in employment, I-9 forms cannot be filled out prior to a formal job offer and acceptance of that offer.

- Section two must be completed by the employer no later than 3 business days from the first day of work.
  
  **Note:** UVM requires that all work-study students complete section 1 of the I-9 and have section 2 completed by a university official prior to beginning work.

- It is not acceptable to require specific documents. Any non-expired document contained in the list must be accepted. No specific documents are preferred over others. Complete details about what is acceptable can be found on the final page of the I-9 form or by visiting the government website, I-9 Central.

Distribution Form

Purpose: The distribution form is the form that instructs payroll where to charge a particular employee’s salary.

General Guidelines and Requirements for Distribution Form

- This form is required.
**Header Section**

The header contains information about the appointment.

The following fields are required:

- Name
- Home Department
- Base Salary
- Term
- Position
- FTE
- **EMPL ID and Rcd #**: Can be left blank for a new hire. If a transfer or rehire use the same information here as was used on the PA.

**Combo Code Section**

This section contains information about the budget that will be used to fund the position. The total distribution must equal 100%. Check the validity of combo code and chartstring information prior to submitting the form.

The following fields are required:

- Combo Code
- Complete Chartstring information
- Dist%
Signature Section

This section signifies departmental approval for the request. All three signatures are required. Externally funded should be checked if any part of the salary will be paid with grant funds.

Calculated the Wage

This section details how to calculate the base salary. Base salary represents the total salary that would be paid out if the student were working 12 months. A mathematical formula is used to calculate the base salary.

**Note:** for 12 month assignments, the actual and base salaries will be the same.

**Formula to calculate base salary:**

\[
= \frac{\text{actual salary}}{\text{number of payments}} \times 24
\]

Ex: A student with a 5 month assignment making an actual salary of 10,000

\[
\begin{align*}
10,000 & \quad / \quad 10 \quad \times \quad 24 = \\
\text{Actual Salary} & \quad \text{Number of Payments} & \quad \text{Base Salary}
\end{align*}
\]

<table>
<thead>
<tr>
<th>Assignment Length</th>
<th>Number of Payments Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Months</td>
<td>6</td>
</tr>
<tr>
<td>4 Months</td>
<td>8</td>
</tr>
<tr>
<td>5 Months</td>
<td>10</td>
</tr>
<tr>
<td>9 Months</td>
<td>18</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

**Why can’t I process I-9 Forms for international employees?**

Due to the complicated rules around visa processing all persons working in the US on a visa must be processed by the Office of International Education. This office is current and skilled in the processing of Visas.

**What is the penalty for not completing the I-9 according to the law?**

The University is subject to fines. The fine amount varies based on the infraction and whether there was intent or not.

**Where can I find more information about the graduate funding process?**

Much more information about funding graduate students is available on the [Graduate College webpage](#).

**Is my grad student set up yet?**

It is possible to look this information up in PeopleSoft using the Job Data screens. Complete information for performing this search can be found in [this document](#). If the appropriate security access is not available, consult with a business manager for help.

**Is there paperwork for my grad?**

If the forms were dropped off in Human Resource Services, then we do have them. We input forms as quickly as we can.

**When will he/she be set up?**

We do them as fast as we can. Paperwork submitted prior to the payroll deadline is generally entered into the system prior to the payroll.

**How can I help make things easier for Human Resources?**

In general, if a question can be answered by looking up the information in PeopleSoft, this will save us time to work on getting forms inputted. Complete information for performing Human Resources searches can be found in [this document](#). If the appropriate security access is not available, consult with a business manager for help. Call us at 656-3150 if there are still questions.
Resources

Helpful Links

- Personal Action Set up Form (PA)
- Distribution Form
- Employee Information Form
- I-9 Form
- Federal W-4 Form
- Vermont W-4 Form
- Payroll Schedule
- Funding Calculator

Relevant UVM Departments

- Graduate College
- Human Resource Services

Suggestions? Updates? Send an e-mail to psguides@uvm.edu

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