

Graduate Assistant Summer Leave of Absence (LOA) Process Quick Reference Guide

The Graduate Assistant (GA) summer Leave of Absence (LOA) process is for graduate students who will be working in an OPS appointment over the summer and will not be working on their GA record.

Which employees will need an LOA?

A Graduate Assistant record can be put on a summer LOA if the employee:

- Will not be taking a full-time course load over the summer,
- Will be working in an OPS job code on another record, and
- Will be returning to the primary GA appointment for the fall semester.

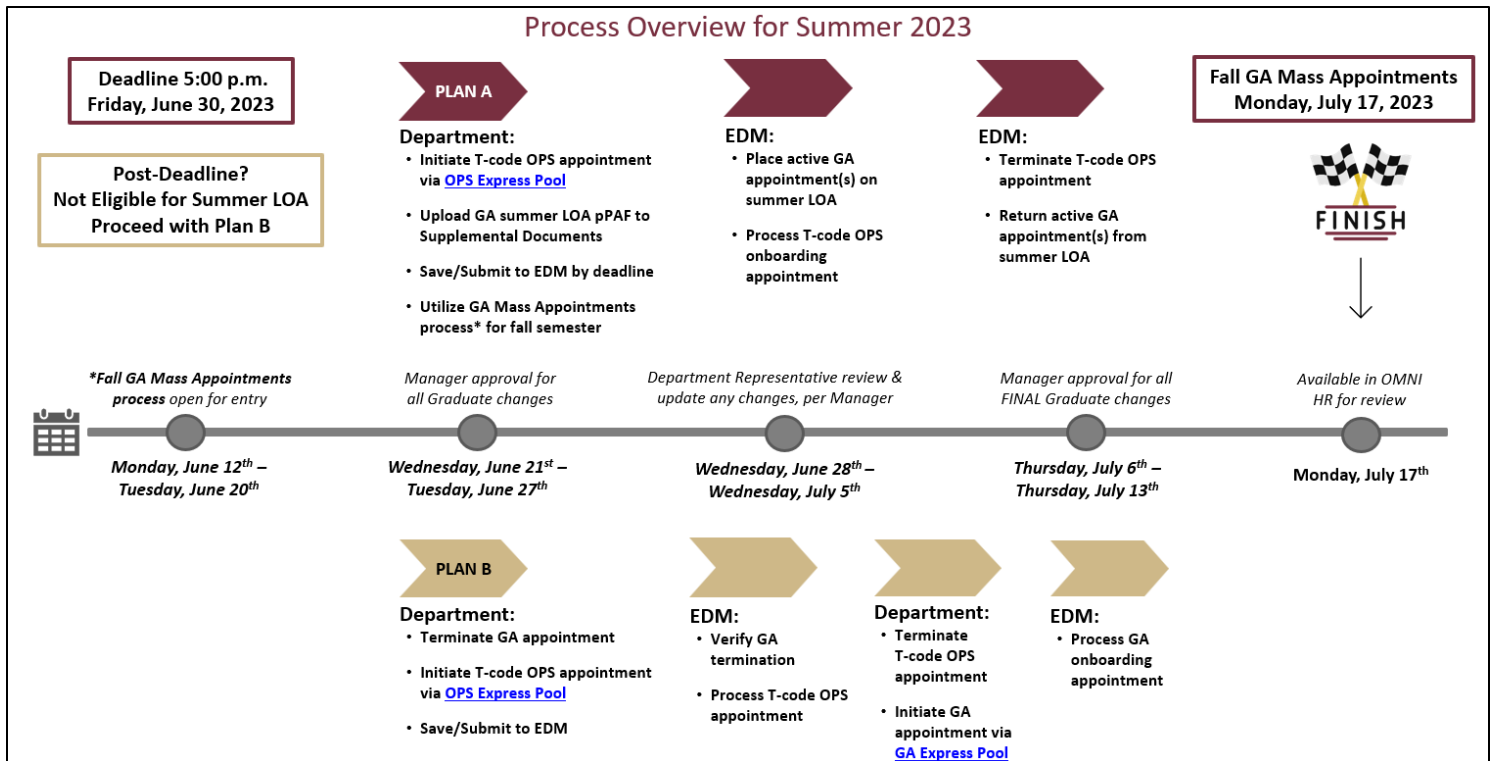
For graduate students who meet all the above requirements and will not be funded on their GA record at the same time as the OPS job record, the GA record should be placed on a summer LOA. To reflect this, a pPAF for the GA record should be uploaded to the T-code OPS Smart Onboarding.

Please follow the example format below:

FSU PERSONNEL ACTION FORM				
Empl ID: 000000000	Empl Rcd No: 0	Transaction Effective Date: _____		
Last Name: Hawk		MI: A	First Name: Tom	
U.S. Citizen? <input checked="" type="radio"/>	RA? <input type="radio"/>	NRA? <input type="radio"/>	Visa Expiration Date: _____	
Employee Type: <input checked="" type="checkbox"/> OPS Non-FAC		<input type="checkbox"/> OPS FAC	<input type="checkbox"/> USPS	<input type="checkbox"/> A&P
PERSONNEL ACTION: <input type="checkbox"/> Original Appt		<input type="checkbox"/> Transfer	<input type="checkbox"/> Salary Chg	<input type="checkbox"/> Termination (Complete Term Section Below)
<input type="checkbox"/> Addl Appt		<input type="checkbox"/> Status Chg	<input type="checkbox"/> Funding Chg	<input checked="" type="checkbox"/> Other (see comments)
Status/Standard Hours Details: Hours of GA appt during LOA				
Current / New		Current / New		
Standard Hours (Weekly): 20.00	/	0.01	Employee Class:	/
OPS Supervisor Empl ID:	/		Admin Code:	/
Position/Department Details:				
Current Information:			New Information:	
Position Number:		Position Number:		
Department Number:	193000	Department Number:		
Department Name:	Art History	Department Name:		
Location:	00171019	Location:		
Job Code:	M9184	Job Code:		
Job Title:	Graduate Teaching Assistant	Job Title:		
Salary Change Information - Retroactive Only - All others use ePAF				
Salary Change Reason: _____				
	Hourly / Biweekly	Annual/Contract Amount	Period Amount	
Current Salary	\$ _____	\$ _____	\$ _____	
New Salary	\$ _____	\$ _____	\$ _____	
Funding Details:				
	Funding Begin Date	Distribution %	Funding Account Code	Funding End Date
Please Select				
Please Select				
Please Select				
Please Select				
<small>Note: If additional funding accounts are required, attach an addendum with the required additional funding information. Funding distribution must equal 100% for any funding period.</small>				
Termination:				
Last Day in Pay Status:		Termination Reason: Use Template Language		
Originator (prepared by): Sally Seminole		Phone: (000) 000-0000		
Comments: GA will be working in an OPS position from _____ to _____ during the summer semester.				

Effective date = start date of GA LOA and hire date of the OPS appt.

Process Overview for Summer 2023



Plan A Action Steps:

- 1) Initiate T-code OPS appointment through the [OPS Express Pool](#). Once approved, Smart Onboarding will be launched.
- 2) Utilize the GA Mass Appointments process to reappoint for the fall semester.
- 3) At the Department Supplemental Documents step of the Smart Onboarding invitation, upload the summer LOA pPAF for the unused Graduate Assistant record. Reference example pPAF. Save/Submit to HR by the deadline of 5:00 p.m. Friday, June 30, 2023.
- 4) EDM will process the GA summer LOA action and the OPS appointment.
- 5) EDM will manually terminate the T-code OPS appointment from the funding dates provided on the LOA pPAF. EDM will return the GA record to active status.
- 6) The Fall GA Mass Appointments process will load the GA reappointment details to OMNI HR. If not used, an ePAF must be submitted to **update the FTE and funding** for the fall semester.

Which employees will not need an LOA?

Graduate Assistants **not working** over the summer semester in another OPS appointment do not need to follow the summer LOA process. The GA record can be appointed for the fall semester through the Fall Mass Appointments process. If an employee is working in both a GA and OPS appointment simultaneously, a GA summer LOA is not applicable.

Questions? Contact Brianna Sorne at bsorne@fsu.edu or (850) 645-2781.