

**GT-TRACS Package Requirements for RESEARCH FACULTY**

Action Type	Package Name	Package Type	Approval Orgs	Required on Package Info Tab	Required Attachments
<b>New Regular Research Faculty</b>	FY[Year] New [Position]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End (if applicable), Citizenship, Degree Info, Salary data	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a></li> <li>• CV/Resume</li> <li>• Official Transcript; FCE for non-US Institutions</li> <li>• Reference Letters (3)</li> <li>• Careers Job Opening Report*</li> </ul>
<b>New Limited-Term Research Faculty</b> <i>(maximum two-year appointment)</i>	FY[Year] New [Position] - LT	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End dates (if applicable), Citizenship, Degree Info, Salary data	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> (including end date)</li> <li>• CV/Resume</li> <li>• Official Transcript; FCE for non-US Institutions</li> <li>• Reference Letters (3)</li> </ul>
<b>Transfer (Change in Position), Administrative Appointment, or Interim Assignment</b>	FY[Year] Xfr [Position] or FY[Year] [Admin Title] or FY[Year] Interim [Position]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates (if applicable), Citizenship, Degree Info, Salary data, Background Check^	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> (including end date, if applicable)</li> <li>• Current CV/Resume</li> <li>• If official transcript is on file with FA, add note in package</li> <li>• Internal comp/equity data or other justification, if salary increase</li> <li>• Background Screen Clearance^ (if Position of Trust)</li> <li>• <i>If search required for position or if transferring from LT to a <u>Regular position</u>, include Careers Job Opening Report*</i></li> </ul>
<b>Change in Appointment</b> <i>(Changes in terms of current Appointment, such as permanent Additional Duties; no change in Position)</i>	FY[Year] [Position]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Citizenship, Degree Info, Salary data	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> (including end date, if applicable)</li> <li>• CV/Resume</li> <li>• Internal salary comp/equity data or other justification, if salary increase</li> <li>• Any supporting documentation (e.g., justification memo)</li> </ul>

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<b>New Postdoctoral Fellow</b>	FY[Year] New Postdoctoral Fellow	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> (include begin and end dates)</li> <li>• CV/Resume</li> <li>• Official Transcript; FCE for non-US Institutions</li> <li>• Reference Letters (3)</li> </ul>
<b>Postdoctoral Scholar (Affiliate)</b>	FY[Year] Postdoctoral Scholar	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type (Temporary); New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Information	<ul style="list-style-type: none"> <li>• <a href="#">Offer/Invitation letter</a> (include begin and end dates)</li> <li>• CV/Resume</li> <li>• Funding letter from sponsoring agency</li> <li>• Official Transcript; FCE for non-US Institutions</li> </ul>
<b>New Visiting Research Faculty</b> <i>(For Part-Time; regular new hire package required for benefits-eligible Visiting position.)</i>	FY[Year] New Visiting [Position]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data, Background Check^	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> (include begin and end dates)</li> <li>• CV/Resume</li> <li>• Official Transcript; FCE for non-US Institutions</li> <li>• Funding Letter (if applicable)</li> </ul> <p><i>Regular new hire package required for benefits-eligible Visiting position.</i></p>
<b>Extension of Current Appointment</b>	FY[Year] Extension [Position]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire (N), Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data	<ul style="list-style-type: none"> <li>• Original/Current Appointment Offer Letter</li> <li>• Draft <a href="#">Offer letter</a> with extension date</li> </ul> <p><b>**Package should be initiated at least 60 days prior to term date**</b></p>
<b>Rehire</b> <i>(same rank/position)</i>	FY[Year] Rehire [Position]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, Salary data, Background Check^	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> (include end date,if applicable)</li> <li>• CV/Resume</li> <li>• Reference Letters (3)</li> <li>• If official transcript is on file, add note in package</li> <li>• <i>If transferring to a <u>Regular position</u>, include Careers Job Opening Report*</i></li> </ul>

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<p align="center"><b>Salary Increase Requests – Internal Equity, Market Adjustment, or Retention</b></p> <p align="center"><i>(no change in duties/ appointment)</i></p>	<p align="center">[FY] Retention or [FY] Market Adj or [FY] Equity</p>	<p align="center">Retention/ Sal Inc</p>	<p align="center">School/Unit College/Lab OFA</p>	<p>Proposed Title; Employment Type; Citizenship, Effective Date, Current and Proposed Salary data</p>	<ul style="list-style-type: none"> <li>• Draft notification memo to employee</li> <li>• Comparative department/unit salary data required for equity increases and/or relevant market data or other justification</li> <li>• CV/Resume and current Job Description</li> <li>• If Prevailing Wage, include documentation from Global HR</li> </ul>
<p align="center"><b>Rehired Retiree (RBW) Appointment – Research/Administration</b></p>	<p align="center">[FY or Semester] RBW</p>	<p align="center">Appointment</p>	<p align="center">School College OFA</p>	<p>Proposed Title, Effective Date, Short Term Begin and End Date, Salary data</p>	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a></li> <li>• <i>Include dates, monthly or hourly salary, and FTE in the letter.</i></li> <li>• <i>Include funding source in the notes</i></li> </ul>
<p align="center"><b>Joint/Concurrent Appointment (working in two depts)</b></p> <p align="center"><i>*If teaching, follow Adding Teaching Duties package below</i></p>	<p align="center">FY[Year] Joint Hire [Current Position]</p>	<p align="center">Appointment</p>	<p align="center">School/Unit (both depts) College/Lab (both depts) OFA</p>	<p>Proposed (Current) Title, Courtesy Appointment Org, Effective Date, End Date, Degree Info</p>	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> – <i>include begin date, end date (if applicable), percent time in both units and salary</i></li> </ul>
<p align="center"><b>Research Faculty Adding Teaching Duties</b></p>	<p align="center">[Semester] Teaching</p>	<p align="center">Appointment</p> <p align="center">Select Faculty Type: <b>Academic</b></p>	<p align="center">School/Unit College/Lab OFA</p>	<p>Faculty Type (Academic), Proposed Title (retain current title), Tenure Track (no), Empl Type, WorkTime Type, Effective Date, Short Term Begin/End Date, Degree Info, Teaching CIP, Salary, Background Check^</p>	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> (retain current title)</li> <li>• <a href="#">Approved Flexwork Arrangement form</a> <i>(if extra comp, teaching during regular business hours)</i></li> <li>• Updated CV/Resume</li> <li>• Copy of Official Transcript</li> <li>• Background Check^ (if new teaching assignment)</li> </ul>
<p align="center"><b>Leave of Absence (LOA) 8 weeks to 1 year</b></p>	<p align="center">FY[Year] LOA</p>	<p align="center">Other</p>	<p align="center">School/Unit College/Lab OFA (616)</p>	<p>Include Job Title in Note</p>	<ul style="list-style-type: none"> <li>• Approved <a href="#">Leave of Absence Form</a></li> <li>• <a href="#">OSP LoA Checklist</a> and tag Vanessa Daniels in a note</li> <li>• If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.</li> <li>• Notify GTHR Benefits Specialist in Notes section or upload documentation confirming review by GTHR Benefits.</li> </ul>

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Action Type	Package Name	Package Type	Approval Orgs	Required on Package Info Tab	Required Attachments
<b>Leave of Absence (beyond 1 year)</b>	[Semester] LOA Extension	Other	School/Unit College/Lab OFA (616) <i>[BoR]</i>	Must add College and OFA (616) to approvals tab	<ul style="list-style-type: none"> <li>Signed <a href="#">Leave of Absence Form</a></li> <li><a href="#">OSP LoA Checklist</a> and tag Vanessa Daniels in a note</li> <li>If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.</li> <li>Draft letter from the EVPR/Provost to the Chancellor; subject to BoR approval</li> </ul>
<b>Resignation/Retirement</b>	FY[Year] Resignation or FY[Year] Retirement	Other	School/Unit College/Lab OFA (616)	Include last date worked in Comments section.	<ul style="list-style-type: none"> <li>PDF Resignation letter or email from employee, including indication of last working date</li> </ul>
<b>Termination – Lack of Funding (LOF)</b>	FY[Year] Termination - LOF	Other	School/Unit College/Lab OFA (616)	Must add OFA (616) to approvals tab	<ul style="list-style-type: none"> <li>Tag Kyla Ross and David Bamburowski in a Note at College/Div level</li> <li>Original Offer Letter</li> <li>Draft Termination Letter – see template</li> <li>Memo listing any other employees on same funding source/impact</li> <li><i>(Ad-Hoc GTHR Employee Relations contact on OneUSG transaction)</i></li> </ul>
<b>Termination – Performance</b>	FY[Year] Termination – Performance	Other	School/Unit College/Lab OFA (616)	Must add OFT (616) to approvals tab	<ul style="list-style-type: none"> <li>Tag Kyla Ross and David Bamburowski in a Note at College/Div level</li> <li>Correspondence/approval from GTHR Employee Relations or note to confirm ER term intake form has been initiated</li> <li><i>(Ad-Hoc GTHR Employee Relations contact on OneUSG transaction)</i></li> </ul>
<b>External Adjunct (Courtesy Appointment)</b>	FY[Year] External Adjunct	Appointment	School/Unit College/Div OFA	Proposed Title; Employment Type; Effective Date, Begin/End Dates, Degree Info, Background Check^	<ul style="list-style-type: none"> <li>Draft <a href="#">Offer Letter</a></li> <li>Transcripts or a note stating they are on file</li> <li>CV/Resume</li> </ul>
<b>Internal Adjunct (Courtesy Appointment)</b>	FY[Year] Internal Adjunct	Appointment	School/Unit College/Div OFA	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Begin/End Dates, Degree Info	<ul style="list-style-type: none"> <li>Draft <a href="#">Offer Letter</a> <i>(include begin and end dates, percent time in both units)</i></li> <li>Transcripts or a note stating they are on file</li> <li>CV/Resume</li> </ul>

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<b>Requests for Emeritus Status</b>	FY[Year] Emeritus Status	Other	School/Unit College/Div OFA (616) President (800)	Select "Award of Emeritus Title" under "Other Type"	<ul style="list-style-type: none"> <li>• <a href="#">Emeritus Form</a></li> <li>• Updated CV/Resume</li> <li>• Recommendation Letter</li> <li>• Include note that provides candidate's full home mailing address</li> </ul>
<b>Dual Appointment Agreements (DAA)</b>	FY[Year] DAA	Other	School/Unit College/Div OFA (616)	Must add College/Division and OFA (609) to approval routing	<ul style="list-style-type: none"> <li>• Signed <a href="#">USG Dual Appointment Form</a></li> <li>• Signed <a href="#">GT Dual Appointment Coversheet</a></li> </ul>
<b>Change in Percent Time</b> (for more than six months or change in benefits eligibility)	FY[Year] Percent Time Change	Appointment	School/Unit College/Lab OFA	Proposed Title (retain current title), Employment Type, Effective Date, Degree Info, Salary data	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a> (retain current title)</li> <li>• Updated CV/Resume</li> <li>• Justification memo and/or request from employee</li> </ul>
<b>Intergovernmental Personnel Act (IPA) Agreements</b>	FY[Year] IPA	Appointment	School/Unit College/Div OFA	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, Salary data	<ul style="list-style-type: none"> <li>• Draft <a href="#">Offer Letter</a></li> <li>• IPA Agreement Documentation</li> <li>• <a href="#">OSP LoA Checklist</a> and tag Vanessa Daniels in a note</li> <li>• If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.</li> </ul>
<b>Faculty Temp Assignment Pay</b> (One-Time Supplemental Pay)	FY[Year] Temp Supp Pay	Other	School College (OFA not needed)	Does not need to be routed to OFA. OneUSG supp pay transaction to follow.	<ul style="list-style-type: none"> <li>• Signed offer letter or PDF generated by <a href="#">GTHR Supp Pay Intake</a></li> </ul>

\* In addition to uploading Careers Job Opening Report, the Job Opening ID and Position Number should be listed in Package Info tab.

^ Background Screening will be required to process hire transactions for new hires, transfer into a Position of Trust, or new teaching assignment.