

GT-TRACS Package Requirements for RESEARCH FACULTY

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

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New Postdoctoral Fellow	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"> • Draft Offer Letter (include begin and end dates) • CV/Resume • Official Transcript; FCE for non-US Institutions • Reference Letters (3)
Postdoctoral Scholar (Affiliate)	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"> • Offer/Invitation letter (include begin and end dates) • CV/Resume • Funding letter from sponsoring agency • Official Transcript; FCE for non-US Institutions
New Visiting Research Faculty <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"> • Draft Offer Letter (include begin and end dates) • CV/Resume • Official Transcript; FCE for non-US Institutions • Funding Letter (if applicable) <p align="center"><i>Regular new hire package required for benefits-eligible Visiting position.</i></p>
Extension of Current Appointment	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"> • Original/Current Appointment Offer Letter • Draft Offer letter with extension date <p align="center">**Package should be initiated at least 60 days prior to term date**</p>
Rehire <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"> • Draft Offer Letter (include end date,if applicable) • CV/Resume • Reference Letters (3) • If official transcript is on file, add note in package • <i>If transferring to a <u>Regular position</u>, include Careers Job Opening Report*</i>

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

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

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Requests for Emeritus Status	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"> • Emeritus Form • Updated CV/Resume • Recommendation Letter • Include note that provides candidate's full home mailing address
Dual Appointment Agreements (DAA)	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"> • Signed USG Dual Appointment Form • Signed GT Dual Appointment Coversheet
Change in Percent Time (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"> • Draft Offer Letter (retain current title) • Updated CV/Resume • Justification memo and/or request from employee
Intergovernmental Personnel Act (IPA) Agreements	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"> • Draft Offer Letter • IPA Agreement Documentation • OSP LoA Checklist and tag Vanessa Daniels in a note • If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.
Faculty Temp Assignment Pay (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"> • Signed offer letter or PDF generated by GTHR Supp Pay Intake

* 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.