SP2025 3G Deadlines and Quick Tips

Spring 2025 3G Deadlines:
Meeting the deadlines is critical in ensuring students receive not only timely pay, but also related benefits. Be advised: employee in-state rates, tuition waivers, and university central sponsorships will not be applied until the 3G position is active in HR/Pay.

- **Monday, 10/21/2024** 3G Workflow opens for submissions from departments.
- **Thursday, 10/31/2024** Deadline for chairs, supervisors, PIs, etc., to provide hiring details to dept submitter.
- **Wednesday, 11/06/2024** Dept submitter deadline to route all Spring 3G forms.
- **Friday, 11/15/2024** Finance SSC/AMS/LSI/IPSR deadline to route all Spring 3G forms.
- **Wednesday, 11/27/2024** HR Onboarding deadline to route all Spring 3G forms.

- **Monday, 12/09/2024** Finance SSC/AMS/LSI/IPSR deadline to route project funded Spring Sponsorship forms.
- **Thursday, 01/02/2025** Deadline to route **all** Spring Sponsorship forms to SAR.

Keep in mind the following general Payroll deadline:
5:00 p.m. on the Wednesday prior to Pay Calc for the effective date of hire (Pay Calc is the first Monday of the pay period following the start date.) - All background checks, personnel action forms, and applicant and HR onboarding tasks must be completed and forwarded to guarantee the appointment will be keyed for that payroll cycle. If received after the pay calc deadline, the appointment will be processed and prioritized in receipt order with all other transactions for the following pay calc or off-cycle. Following the priority deadlines above is safer than waiting for the payroll deadline.

Highlighted Changes from last cycle:
- 3G Sponsorship levels for GRAs and GAs changed effective Fall 2024 – review 3G Benefits | Office of Graduate Studies (ku.edu). Note, Sponsorship Only forms will not be loaded for ongoing GA positions; if the department has sponsorship responsibility for an ongoing GA (i.e., non-state funded), a new form will need to be created to process the sponsorship. Additional 3G policy information can be found on policy.ku.edu, search keyword "Graduate".
- As part of the People First HR Transformation, "HR SSC" is no longer a department. We have been scouring training documents and HR webpages to update to current roles: HR Onboarding, HR Recruitment, and HR Transaction. If you still have references to "HR SSC" or HR SSC staff roles ("SSC HR Specialist" or "SSC HR Coordinator") on internal documentation or department websites, please work with your department support staff to remove them. Feel free to alert jmilford@ku.edu to any references you find in HR training documents or HR webpages. We appreciate your help in this matter!

Appointment Processing Tips:
- **Start Date** - GA and GRA start dates should be the first day that the individual is required to begin working. Academic session appointment periods should only be used on the form if they accurately reflect the employment dates. Only insert an end date if the appointment should be termed on a specific date.
  - Sponsorship Only forms are preloaded with a start date equal to the first day of spring classes. Note: a start date is required on sponsorship only forms even though the appointment info will not be updated.
- **Funding** – Please be sure to include a clear statement in the comments section of the intended funding to cover the appointment and/or sponsorship. It is best practice that funding and pool for the appointment be set up prior to submission. If not, SSC and AMS will make every effort to establish appropriate funding timely. This process is external to the workflow and slows down routing. So please respond to email inquiries quickly to ensure deadlines are met.
- **Policy Checks for Employment** – HR Transaction Team staff are required to verify certain policy requirements for 3G appointments (e.g., SPEAK/TOEFL scores, standard hours limits, concurrent appointments). If a policy or appointment issue cannot be resolved within five days by the HR Transaction Team staff, the department/unit will be notified of the processing delay. Please respond to email inquiries quickly to ensure deadlines are met.

- **ImageNow Final statuses:**

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- o Forms in the "3G 2XO Onboarding" queue indicate that the student has been notified they must log into the HR Onboarding System to complete all required Onboarding tasks. HR Onboarding team must also complete tasks at this stage.
- o Forms in the "Complete" queue indicate the onboarding summary is complete; jobs typically appear in HR/Pay within one business day. (May take longer during peak periods)
- o See "3G Workflow Diagram" on the SSC Intranet Job Aids tab for more status descriptions.

Onboarding Tips:
- The background check for all new hires or rehires greater than a year are centrally processed via an email communication to the employee. Make sure to provide background check funding in the 3G form if you are presented with that field.
- All KU Hiring and Onboarding Communications are sent to the student's KU.EDU email address. Departments, please ensure that students are notified to watch this account for communications (or to set up forwarding rules to an email they do check). **A student's failure to respond timely may cause paycheck delays.**
- All students will receive an Onboarding email with instructions on how to log in to accept their offer and complete the required documentation electronically.
- **If a student does not log in to complete the onboarding tasks within 10 days, a reminder will be sent.** HR Onboarding staff will request supervisor/department assistance if a response is not received on the second attempt.
- HR will continue to provide escalation reports daily to Graduate Studies, which will be distributed to all Professional Schools and the College. Departments/units are asked to follow up with students identified to ensure that **all** onboarding tasks are completed.
- **All NEW HIRES or Rehires that have not been employed by KU within the last year MUST meet with HR Onboarding staff (virtually or in-person)** on or before the first day of employment to complete Section 2 of the I-9 form. (valid documentation required)
- Once an appointment is active in HR/Pay, a confirmation notification is sent from the system to the employee and supervisor.
- Students with multiple G appointments will be sent Onboarding communications for each appointment granted. This will require them to log in for each appointment to respond and complete the necessary onboarding tasks tied to that unique appointment.

General Tips:
- VPN (KU Anywhere) is required to access the Perceptive Content client from off-campus work locations.
- The 3G Workflow is searchable on Department #, student Name, student EMPLID, student KUID. See "Search 3G forms in ImageNow.pdf" on the SSC Intranet, Job Aids tab.
- Before creating a new form, check your department queue to make sure you do not already have a prepopulated form available.