



### **Graduate Assistant Pilot of Payroll Costing Module**

We are excited to announce release of the Payroll Costing Module. The initial release on June 15<sup>th</sup> will be a Graduate Assistant pilot. This pilot will be exclusively for changing costing on current Graduate Assistants and correcting costing for previously paid stipend(s) as well as tuition and fees.

The Payroll Costing Module will replace the paper HCM Graduate Assistant Funding, Tuition and Fees Designation Form as well as digitize the request and approvals process. As this is a limited release for Graduate Assistants (GA), access will be limited to Decentralized Human Resources Representatives (DHRs), Cost Center Approvers, and Principal Investigators (PIs) in departments who hire GAs (GTA, GRA and GAA). Those who will be granted access for the GA pilot will receive additional communications with full details on required training and other elements. Required online training will be available June 9<sup>th</sup>.

As the Payroll Costing Module is a custom solution built by UWIT, this pilot allows the team to refine the module and processes prior to rolling it out to all employee types in the fall. Once fully implemented, this module will replace the HCM Payroll Costing paper form.

We would like to thank UWIT, Graduate Education and Student Financial Aid for their partnership in getting this module live as well as the opportunity to pilot with GAs.

Payroll and Human Resources

#### **Resources**

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