CUPE 3903 UNIT 3 HIRING WORKFLOW

HIGH LEVEL WORKFLOW:

Below is the high-level summary of the workflow:

New CUPE 3903 Unit 3 Hiring Process:

GA POSTING PROCESS STEPS	FALL	WINTER	SUMMER	Responsible for Action
1. Faculty Dean's Office/FGS sends call for hiring units* to indicate interest in hiring GAs	June 1/15	October 1/15	February 1/15	Faculty Dean's Office/FGS
2. Hiring units in turn circulate posting template to faculty members, researchers, etc.				Hiring Unit
3. Researcher to provide information (filled in posting template) to graduate program (confirming duration, weight, cost centre, etc.)				Researcher
4. Graduate Program posts to ARMS (copy n' paste from template)	June 17th	October 19th	February 15th	Administrative Program
5. Faculty Dean's Office (in collaboration with FGS) reviews and approves posting before publishing *(Posting # created at this time)*	July 1st	November 1st	March 1st	Faculty Dean's Office/FGS
6. GA posting assignment pushed to CUPE Jobs website (http://www.yorku.ca/cupejobs/)				
7. Student applies to specific posting				Student
8. Hiring unit/faculty member/researcher reviews applications, confirms successful candidate to graduate program and communicates declines				Hiring Unit
9. Graduate Program Assistant creates ETF in CUPE Hiring System, indicates posting # (see line 5) on Comments section of ETF				Student's Home Program
10. FGS compiles all postings available on ARMS, attached CUPE ETF to corresponding posting to reconcile				FGS FLO
11. Hiring unit and graduate student completes GA Workload Form	August 15th	December 15th	April 15th	Hiring Unit
12. Program keeps original workload form in-house, sends copies to CUPE and places FGS copy in shared drive				GPA
13. FGS reviews and approves contract on CUPE Hiring system	September	January	May	FGS
14. Student receives payment	September 25th	January 25th	May 25th	

NOTES:
* "Hiring Unit" refers to any parties that would like to hire graduate students as a GA (faculty member, researcher, ORU, etc.)

DETAIL WORKFLOW:

CUPE 3903 Unit 3 Hiring Workflow:

1. **Faculty Dean's Office/FGS sends call for hiring units* to indicate interest in hiring GAs**
   * "Hiring Unit" refers to any parties that would like to hire graduate students as a GA (faculty member, researcher, ORU, etc.)

2. **Hiring units in turn circulate posting template to faculty members, researchers, etc**.
   Hiring Unit distributes the Posting Template that needs to be returned to the graduate program.

CUPE 3903 Position Posting Template

CUPE Unit:	Faculty:
Session:	Title of Position:
Supervisor:	Hours:
Assignments:	
Start Date:	End Date:
Responsibilities:	
Qualifications Required:	
Submit Applications To:	Posting Date:
	Posting Deadline:

Additional Notes:

1. York University encourages applications from Aboriginal peoples, persons with disabilities, members of visible minorities, and women and invites applicants to review the University's Employment Equity Plan for employees in CUPE 3903, a copy of which is at http://fr.info.yorku.ca.
2. Position subject to budgetary approval and enrolment restrictions.

For Department/Unit Use Only (will not be on posting)

Source of Funding:

☐ Researcher/ORU (with cost centre)   ☐ Matching Funds GA

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Important dates:

September 1st positions – posted by July 1st

January 1st positions – posted by November 1st

May 1st position – posted by March 1st

3. **Researcher to provide information (filled in posting template) to program (confirming duration, weight, cost centre, source of funding etc.)**

4. **Graduate program enters posting information into ARMS:**

   a) In ARMS, click the **TASK TAB** menu link to bring up the **ARM TASK VIEW** page

HOME | TASKS | SEARCH | BUDGETING | REPORTS | ADMIN | HELP | ASK ARM
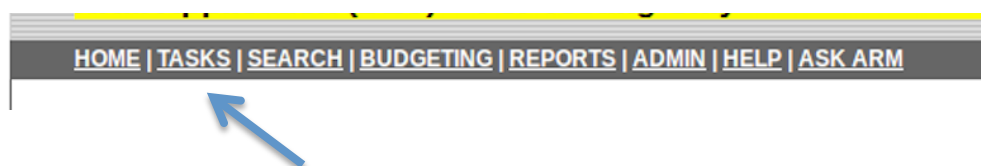
b) From the **ARMS TASK VIEW** choose your **FISCAL YEAR, FACULTY, DEPARTMENT AND TERM**

c) Next choose **MANAGE POSTINGS.** Click **CREATE NEW CUPE 3 POSTING**

d) Graduate program enters posting information in ARMS. This will be a cut n' paste from the circulated and returned template. Programs will also select the **SOURCE OF FUNDING** when creating the posting. Once information is entered click **CREATE POSTING**

Create Cupe 3 Posting

Language	● English ○ French
Faculty	LA&PS / HUMANITIES
Session	Fall 2016-2017
Position Title	
Supervisor	
Hours	
Assignments	
Source of Funding	[▼]
Start Date	FGS Matching Fund GA Researcher/ORU (with cost centre)
End Date	(mm/dd/yyyy)
Responsibilities	**B** *I* <u>U</u>
Qualifications Required	**B** *I* <u>U</u>
Submit Applications To	
Posting Date	05/31/2016 (mm/dd/yyyy)

Create Posting

e) **POSTING** is created

YORK UNIVERSITY
GRADUATE PROGRAM
CUPE 3903 UNIT 3 POSITION POSTING

FACULTY:	LA&PS / ANTHROPOLOGY
POSITION:	Employment Equity Ambassador
HOURS:	135
SUPERVISOR:	Rob Lawson, Annette Boodram
SESSION:	Fall/ Winter 2015-2016

Start Date: Sept 1, 2015
End Date: Dec 18, 2015

RESPONSIBILITIES:

Working with CUPE 3903 Joint Employment Equity Committee to:

- Advance the knowledge of employment equity
- Raise awareness regarding the employment equity self-identification surveys for members of   CUPE 3903
- Promote the completeion of the self-identification surveys to CUPE 3903 members
- Monitor and document process

QUALIFICATIONS:
- Project Management skills
- The ability to work both independently and in a team
- Strong written and oral communication skills
- The ability to be flexible, adaptable and persuasive

**SUBMIT
APPLICATIONS TO:**

DATE OF POSTING: July 1, 2015

**APPLICATION
DEADLINE:**   Aug 12, 2014

Additional Notes:
1. York University encourages applications from Aboriginal peoples, persons with disabilities, members of visible minorities, and women and invites applicants to review the University's Employment Equity Plan for employees in CUPE 3903, a copy of which is at http://fr.info.yorku.ca .
2. Position subject to budgetary approval and enrolment restrictions.

POSTING # P-FW2015-123456-3

5. **Faculty Dean's Office (in collaboration with FGS) reviews and approves posting before publishing** *(Posting # created at this time)*

6. **Following the posting deadline, on a nightly basis job postings will be pushed to the CUPE JOBS WESBITE**

   http://www.yorku.ca/cupejobs/

7. **Student applies to specific posting**

8. **Hiring unit/faculty member/researcher reviews applications, confirms successful candidate to graduate program and communicates declines**
   After confirming successful applicant, the person responsible for hiring will communicate with other applicants to notify them of decision.

Current ETF Workflow in Stand-alone CUPE Hiring System:

9. **ETF originated – Graduate Program Assistant creates ETF in CUPE Hiring System, indicates posting # in COMMENTS section of ETF:**

a) **Graduate Studies reviewed**

Please note: FGS requires three complete documents before ETF is reviewed and approved on CUPE Hiring system - Unit 3 Posting, Workload Form, CUPE ETF

Approve	Name	SIN	Emplid	Type	ETF Status	Revised Before	Rejected Before	PSoft Status	Upload Date	Action	Title	View Detail	Department	Eff Date	End Date
☑				GSR	Completed	No	No			Hire	Grad. Res. Assistant	View	HH-Psychology	05/01/2016	08/31/2016
☑				GSR	Completed	No	No			Rehire	Grad. Res. Assistant	View	GS-Earth & Space Science	01/01/2016	04/30/2016
☐				GSR	Completed	No	No			Rehire	Grad. Res. Assistant	View	GS-Film	01/01/2016	04/30/2016
☐				GSR	Completed	No	No			Rehire	Grad. Res. Assistant	View	GS-Earth & Space Science	01/01/2016	04/30/2016
☑				GSR	Completed	No	No			Hire	Grad. Res. Assistant	View	ES-Office of the Dean	01/01/2016	04/30/2016
☑				GSR	Completed	No	No			Rehire	Grad. Res. Assistant	View	HH-Psychology	09/01/2015	12/31/2015
☐				QU3	Completed	No	No			Rehire	Match Fund Grad Asst - Unit 3	View	GS-Critical Disability Program	05/01/2016	08/31/2016
☐				GSR	Completed	No	No			Rehire	Grad. Res. Assistant	View	GS-Political Science	05/01/2016	08/31/2016

b) **Graduate Studies approved**

c) ETF sent to PeopleSoft

GA Workload Form:

a) Hiring unit and graduate student completes GA Workload Form (Hiring Unit and student should fill out workload form twice during assignment (beginning of assignment, and midpoint of assignment).

b) Program keeps original workload form in-house, sends copies to CUPE and places FGS copy in shared drive.