

## GSR Pre-Hire & Hire Check List

<b>Legend: R-Responsible, A-Accountable, C-Consulted, I-Informed</b>	<b>Unit</b>	<b>CSS</b>	<b>Graduate Division</b>	<b>Labor Relations</b>	<b>Student</b>
<b>Verified Academic Eligibility?</b>					
a. No more than 2 Incompletes?	<input type="checkbox"/> AR				
b. GPA of 3.00 or greater	<input type="checkbox"/> AR				
c. Not on Probation or in Lapsed Candidacy status?	<input type="checkbox"/> AR				
d. Registered & enrolled in 12 units <i>unless</i> already advanced to doctoral candidacy?	<input type="checkbox"/> AR				
<b>If necessary has Request for Exception been submitted and approved?</b> <i>(Use either of three below depending on compliance issue)</i>					
a. <a href="#">Head Graduate Adviser Exception Request</a>	<input type="checkbox"/> AR	I			I
b. <a href="#">Graduate Division Dean Exception Request</a>	<input type="checkbox"/> AR	I	<input type="checkbox"/> R		I
c. Memo from HGA to Grad Div Associate Dean <i>(for special exceptions not listed on either above forms – For Questions contact Appointments Office 642-7101)</i>	<input type="checkbox"/> R	I	C		A
<b>Is student on <i>Filing Fee</i> Status?</b> <i>(cannot GSR, GSI or AI-GS but could be Reader or Tutor)</i>	<input type="checkbox"/> R	I	I		A
<b>Is student on <i>In Absentia</i> status?</b> <i>(GSRs may be hired while on In Absentia)</i>	<input type="checkbox"/> R		I		A
<b>Is student from <i>another UC campus</i>?</b>	<input type="checkbox"/> R	I	I		A
a. If yes, then have academic and registration requirements been reviewed from student's home campus?	<input type="checkbox"/> AR				
b. Has an Intercampus Remission form been completed and submitted to Appointments Office in Graduate Division?	<input type="checkbox"/> AR		I		I
<b>Does student have or plan to take on other UCB employment?</b>	<input type="checkbox"/> R	I			A
a. If yes will his total percent time go over 50%?	<input type="checkbox"/> R	<input type="checkbox"/> RI	C		A
b. If yes, has appropriate Exception form been completed and approved?	<input type="checkbox"/> AR	<input type="checkbox"/> RI	I		
- <a href="#">Head Graduate Adviser Exception Form</a> 51% through 75%	<input type="checkbox"/> AR	<input type="checkbox"/> RI			A
- <a href="#">Head Graduate Adviser Exception Form</a> Appt outside of Students Home Dept or Program? (only if combined appointments are > 50%)	<input type="checkbox"/> AR	<input type="checkbox"/> RI	I		A
- <a href="#">Graduate Division Deans Exception Form</a> for <b>over</b> 75% time	<input type="checkbox"/> R	I	<input type="checkbox"/> R		A
c. If yes, is there funding to cover a portion of <i>potential</i> fee remission?	I	<input type="checkbox"/> AR	I		
<b>Is student employed as a GSRA at LBNL or plan to be employed at LBNL?</b>	<input type="checkbox"/> R	I			A
a. if yes, then LBNL fee remission will take priority over campus fee remission <i>(refer to <a href="#">Fee Remission Tutorial</a>, Step 11)</i>	I	I	<input type="checkbox"/> AR		
<b>Is student International?</b> <i>(F1 or J1 visa)</i>	I	<input type="checkbox"/> AR			
b. If yes has GLACIER account been established? <i>(Foreign taxation system)</i>		<input type="checkbox"/> R			IA
c. If yes, has student met all requirements of <a href="#">Berkeley International Office (BIO)</a> ?					<input type="checkbox"/> AR
<b>Have Departmental GSR Step Guidelines been used to determine appropriate step level for student?</b> <i>(please refer to <a href="#">Step 4</a> of Appts 101 Tutorial)</i>	<input type="checkbox"/> AR	I			I
<b>Has percent time been determined?</b>	<input type="checkbox"/> AR	I			I
<b>Funding available for fee remission and salary?</b>	I	<input type="checkbox"/> AR			
<b>Funding available for portion of fee remission if student has multiple appointments?</b>	I	<input type="checkbox"/> AR			
<b><a href="#">GSR Appointment Form</a> has been:</b>	<input type="checkbox"/> AR	<input type="checkbox"/> R			<input type="checkbox"/> IR

<ul style="list-style-type: none"> <li>○ Completed?</li> <li>○ Signed by student?</li> <li>○ Copy given to student?</li> <li>○ Original or copy kept on file?</li> </ul>					
Have all appropriate exceptions been saved on file?	<input type="checkbox"/> AR	<input type="checkbox"/> R			
<b>Is GSR apt. Fee Remission eligible?</b> <i>(Does it meet the 170 hour minimum criteria to generate fee remission, [equivalent to 25% time]? <a href="#">combination of appointments</a> if more than one, might also generate a fee remission)</i>	<input type="checkbox"/> AR	<input type="checkbox"/> RI	I		
<b>Have appropriate hiring forms been completed and signed by student?</b> <i>(new hire or renewal)</i>	I	<input type="checkbox"/> AR			<input type="checkbox"/> R
Has all information been reviewed before entering appointment into HCM?		<input type="checkbox"/> AR			
Has appointment been entered into HCM?	I	<input type="checkbox"/> AR			
<b>Has Fee Remission been generated?</b> <i>(refer to Appointments &amp; Remissions Report in <a href="#">GLOW</a> or to 'Awards' from 'Academic History' section of GLOW)</i>	<input type="checkbox"/> IAR	I	<input type="checkbox"/> R		
<b>SPECIAL SITUATIONS</b>					
<b>Will Student need to go on paid or unpaid leave?</b>	I	<input type="checkbox"/> R	<input type="checkbox"/> IR		<input type="checkbox"/> AR
a. If yes, refer to <a href="#">Research Doctoral Parents Memo 3/2007</a>	I	<input type="checkbox"/> R	<input type="checkbox"/> IR		<input type="checkbox"/> AR
<b>Does student have special needs?</b>	<input type="checkbox"/> AR	I			
a. If yes, does student have letter from <a href="#">Disabled Student Program</a> ?	<input type="checkbox"/> AR				
b. If yes, have appropriate exceptions been requested providing letter from <a href="#">Disabled Student Program</a> ?	<input type="checkbox"/> AR				
c. If yes, have all appropriate exceptions, letters, etc... been saved on file in Dept & CSS?	<input type="checkbox"/> AR				
<b>Will Student Need to Withdraw?</b>	<input type="checkbox"/> AR	<input type="checkbox"/> IR			
a. If yes has appointment been cancelled?	<input type="checkbox"/> R	<input type="checkbox"/> AR	I		I
b. If yes will student owe fees? <i>(fee remission regardless of reason is invoiced)</i>	<input type="checkbox"/> IR		<input type="checkbox"/> R		A
c. Are there funds to cover tuition/fees and possible salary through DSAS if applicable? <i>(usually done for medical or emergency withdrawal situations)</i>	<input type="checkbox"/> AR	I	I		I

### Reference Materials

1. [GLOW \(Gradlink-on-the-Web\) with Appointments Access](#)
2. [Appointments 101 Tutorial for Staff](#)
3. [04/13 Revised MEMO: Graduate Student Tuition/Fee Remissions](#)
4. [Fee Remission Tutorial](#)
5. [Criteria Summary of Eligibility](#)
6. [Eligibility, Title Codes & Remission Types](#)
7. [GSR Appointment Form](#)
8. [GSR Salary Rates](#)
9. [What You Need to Know About Being a GSI, GSR, Reader or Tutor, Section VII, GSR Appointments](#)
10. [How to Request an Exception to Policy](#)
11. [Appointments Guide on Graduate Division web page](#) *(has all of the above links and more)*