ZZZ8.Graduate Student Trainee (46) Appointment & Transfer Guidelines

Contact Budget Administration to set up a pooled position with the job title: ZZZ8.Graduate Student Trainee

Graduate Student Trainees are paid monthly from Fellowship or Scholarship resources and are not considered to be UAB employees. This appointment is intended to allow the individual to be a full time student. No past, present, or future services are required as a condition of receiving this appointment.

Questions concerning Graduate Student Trainee appointments should be directed to the UAB Graduate School.

Depending on current or past history with the University, the appointment will have to be processed using one of the following ACT document reasons:

- New Trainee Award, Rehire or Additional Assignment
- Transfer Lateral Same Department – Employee to Trainee
- Transfer Lateral Same Department – Trainee to Employee
ACT New Trainee Award, Rehire or Additional Assignment instructions:

- **Create New Document**
  - Document Reason – New Trainee Award, Rehire or Additional Assignment
  - Date – Start date of assignment

- **Person Data**
  - Personal – Complete all applicable fields;
  - Employment – Complete all applicable fields (I-9 Status: **Not Required - Trainee**)
  - Termination – Last day of assignment
  - Schools and Colleges – Highest degree earned

- **Address**
  - Home address
  - Campus primary address
  - Campus primary phone

- **Assignment**
  - Assignment Category – 46 Trainee
  - Organization – Assignment HR Organization
  - Location – Bham Main Campus*
  - Position – ZZZ8.Graduate Student Trainee (pooled position)
  - Payroll Group – Non employee

- **Salary**
  - Component Reason – New Award
  - Change Value – Trainee Monthly Rate
  - FTE - .01 (Additional Assignment only)

- **Labor Sources**
  - Indicate the appropriate PTAO or ASBOF account and corresponding percentage

- **Person Data**
  - Personal – Enter or validate Blazer ID**

- **Attachments**
  - UAB HRM Records Administration requires the following be submitted with the ACT document:
    - Award Letter
    - **UAB Trainee Fact Sheet**

*If student work location is outside the United States, location should be "Out of USA." This will require the completion of the [Out of USA Work Location Checklist](#) before the document may be submitted.

**UAB Student Validation – Graduate Student Trainees must be a UAB student and meet the UAB student eligibility requirements. UAB student eligibility will be based upon active enrollment in the Banner Student System.”

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ACT Transfer Lateral Same Department instructions: Employee (06 or 04) to Trainee (46)

This document is not a transfer. The intent of this document is to terminate employment and begin a trainee award or end a trainee award and begin employment without an interruption of pay. This is an interim solution for processing these actions.

- **Create New Document**
  - Document Reason – Transfer Lateral/Same Department
  - Date - Start date of assignment
  - Document Subgroup – Employee to Trainee

- **Person Data**
  - Employment – I-9 Status: Not Required

- **Assignment**
  - Assignment Category – 46 Trainee
  - Organization - Assignment HR Organization
  - Location - Bham Main Campus*
  - Position – ZZZ8.Graduate Student Trainee (pooled position)
  - Payroll Group – Non employee

- **Salary**
  - Component Reason – Reaward
  - Change Value – Trainee Monthly Rate
  - Salary Basis – Trainee
  - Payroll – Trainee

- **Labor Sources**
  - Indicate the appropriate PTAO or ASBOF account and corresponding percentage

- **Attachments**
  - UAB HRM Records Administration requires the following be submitted with the ACT document:
    - Award Letter

*If student work location is outside the United States, location should be “Out of USA.” This will require the completion of the Out of USA Work Location Checklist before the document may be submitted.
ACT Transfer Lateral/Same Department instructions: Trainee (46) to Employee (06 or 04)

This document is not a transfer. The intent of this document is to terminate employment and begin a trainee award or end a trainee award and begin employment without an interruption of pay. This is an interim solution for processing these actions.

- Create New Document
  - Document Reason – Transfer Lateral/Same Department
  - Date - Start date of assignment
  - Document Subgroup – Trainee to Employee

- Assignment
  - Assignment Category – 06 Student or 04 Irregular
  - Organization - Assignment HR Organization
  - Location – Bham Main Campus*
  - Position – Pooled Position**
  - Payroll Group – Student Employee (06 Student) or Staff 12 (04 Irregular)
  - Timekeeping Method – NA (monthly) TEL (hourly)

- Salary
  - Salary Basis – Hourly or Salary
  - FTE – Assigned FTE
  - Component Reason – Rehire or No Recurring Pay
  - Change Value – Monthly or Hourly Rate

- Labor Sources
  - Indicate the appropriate PTAO or ASBOF account and corresponding percentage

- Attachments
  - UAB HRM Records Administration requires the following be submitted with the ACT document:
    - Application for Employment for 04 Irregular and 06 Student
    - GA, GRA or GTA Letter

*If student work location is outside the United States, location should be "Out of USA." This will require the completion of the Out of USA Work Location Checklist before the document may be submitted.

**Middle segment of the position string ends in 99: (Example: 310000000.99899.131001)

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