



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.

[Return to Top of Document](#)

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 Trainee**
- **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.

[Return to Top of Document](#)

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: 31000000.99899.131001)

[Return to Top of Document](#)