



CECS Graduate Affairs Hiring Tool Guide

System’s Purpose: This tool was created to provide faculty and staff members an information gathering source for hiring graduate students on assistantships. It is important that all starred (*) fields be completed or your submission will not be accepted. These fields are requirements to submit agreements to CECS HR, Graduate Studies, and UCF HR.

Step 1. Visit: <https://grad.cecs.ucf.edu/for-faculty/graduate-student-hiring/> and select the hiring tool button on the top of the page.

CECS Hiring Request System

Step 2. Log into the UCF System using your credentials. If you encounter login challenges, please contact <https://mynid.ucf.edu/pages/NidCheck.aspx> to reset your login information.

Step 3. Select New Request as either [GRA](#) or [GTA/Grader/General Assistant](#).

The screenshot shows the 'CECS HR Requests' web interface. At the top right, there is a navigation bar with 'Hello Heather', 'HOME', 'ADMIN', and 'LOGOUT'. The main content area is titled 'Hire Request Form' and includes a link to the hiring tool. Below the link, there are two buttons for 'New Request': 'GRA Assistantship' and 'Non-GRA Assistantship'. Further down, there are radio buttons for 'Request' (All, GTA, GRA), checkboxes for 'Status' (Submitted, Budget-Approved, Agreement-Submitted, Sent-to-CECSHR, Completed), and a 'Department' dropdown menu with a placeholder text 'Select here to view a specific department'.



GRA Requests

For GRA requests, your submissions will be sent to your department’s grant staff that confirm that the accounts listed can support the contract requested.

Once you select an agreement option, you will see a Prefill Option:

Prefill: ⌵ Prefill

Once you have entered a student's agreement details into this version of the hiring tool, future terms will pre-load the student's previous agreement's information.

If you have not previously entered an earlier assistantship into the CECS Hiring Tool, your student’s contract information will not be added to this option yet. This is a 100% optional function of the tool.

Step 4. Begin completing your student’s and your information into the system. It should look like this:

Student UCF ID*

Student First Name*: **Student Last Name*:**

Student Email*:

Student*: Domestic International

Citizenship Status*: US citizen or permanent resident International Unknown

Request For*: New Assignment Revision Acct.Change Offer

Supervisor First Name*: **Supervisor Last Name*:**

Supervisor UCF ID*:

UCF IDs are seven digits, no letters, identification information that we will need to hiring the correct student and make certain they are supervised by you.

Domestic students are students that do not require a Visa to study at UCF. International students are primarily those on F1 or J1 visas, but there may be others. If you are not sure, select “Unknown” and your program’s Graduate Coordinator can correct any misclassifications.



Step 5. Determine the semesters and hours per week you wish to hire the student. We also must know how many credit hours your student plans to take in a term.

Semester(s) and hours/week for which the GRA support is requested:

*at least one term to be submitted

Fall:	Hours Hired Per Week:	Credit Hours Enrolled:
2024	20	9
Spring:	Hours Hired Per Week:	Hours enrolled:
2025	20	9
Summer:	Hours Hired Per Week:	Hours enrolled:
2025	20	6

Tuition\$	Fees\$	Total\$	Stipend\$	Total\$
6,915.84	2,993.00	9,908.84	0.00	9,908.84

Newly admitted international students must have a two-term assistantship.

All graduate assistantships are either 10 or 20 hours per week. International students cannot work more than 20 hours in fall or spring terms. International students can work more than 20 hours in the summer terms only. To hire a domestic student for more than 20 hours in a fall/spring term, please complete a [Supplemental Assignment](#) after submitting your agreement.

All assistantship and fellowship students MUST be full-time students to maintain their award and/or assistantship employment. Even for 10-hour contracts, students must be full-time students. Please note, a 10-hour agreement will not waive a student’s out-of-state tuition and fees unless it is matched with a second 10-hour agreement. International students hired for 20-hours are eligible for UCF provided health insurance.

Per federal law, even if a student has an approved UCF Global Reduced Course, students on contracts must still enroll full-time in their first or last term at UCF.

ESTIMATED TUITION COST			
	9 Hours	6 Hours	3 Hours
20Hrs	\$2,593.44	\$1,728.96	\$864.48
10Hrs	\$1,296.72	\$864.48	\$432.24
ESTIMATED MAXIMUM OPTIONAL FEES			
	9 Hours	6 Hours	3 Hours*
Int'l Students:	\$1,095.00	\$803.00	\$512.00
Non-Florida Residents:	\$1,045.00	\$753.00	\$462.00
Florida Residents:	\$900.00	\$700.00	\$400.00

*Full-time enrollment for dissertation/thesis students is only 3 credit hours of thesis/dissertation, even during a student's graduating term. An approved Reduced Course Load does not override the federal requirement of assistantship students being full-time enrolled.

As with the prefill option, you can select estimated waiver and fees for reference. Tuition and fees are set by UCF’s Board of Trustees in July of every year. These are estimates. Your program’s



Graduate Program Coordinator can adjust your student’s waiver amount during the first and second week of every term.

Step 6. Enter your department, the student’s program, and student’s Candidacy status.

Department*:

Academic Program*:
 Civil-MS Civil-PhD Env-MS Env-PhD

Passed Candidacy*:
Candidate students are full-time students if they register in 3 hours of dissertation credits. Tuition waivers will default to 3 hours. If you student plans to enroll in more than 3 hours of dissertation credits, please contact your Graduate Program Coordinator, so they can increase the tuition waiver to fully cover your student's tuition.
 Yes No

Student that has passed the Candidacy milestone should continuously enroll in dissertation credits until they graduate. Only students with the minimum number of dissertation met and those not on contract are eligible for 1 hour of XXX 7980.

Step 7. Enter the student’s hiring details that must include – Start Date, End Date, Account Information, Percentage Charged, etc. Here is an example:

Please provide:

- 1 or more accounts for the **Stipend**
- 1 or more accounts for the **Background Check** Background checks are required for any new hire to UCF. Grants cannot cover this expense. More information about this requirement can be found at: <https://tinyurl.com/2dkf5dj2>.

Use of Funds	Account Type	Account #	Start Date	End Date	Percentage
Stipend	Sponsored Accour	GR#####	08/15/2024	08/14/2025	50
Stipend	Sponsored Accour	GR#####	08/15/2024	08/14/2025	50
Background Che	Non-Sponsored Ac	CC/FD	08/15/2024	08/14/2025	100
Tuition / Optionz	Sponsored Accour	GR#####	08/15/2024	08/14/2025	100

Add Account Remove Account

SELECT TERM PAY PERIOD

Begin Date*:

End Date*:

of Pay Periods*:

Hours per Week*:

Hourly Pay Rate*:

Stipend*:

Minimum amounts for 20 hours:
 AY term PhD:\$6,000 MS:\$5,000
 Summer PhD:\$4,500 MS:\$3,750

Initially only one row will appear. To add additional account information, select the yellow “Add Account Button.” You can use different accounts to fund a student’s assistantship during specific dates. This is why you have two sets of start and end dates.



Step 8. Enter your student’s fee payment information. You can fund all fees, partial fees, or no fees.

To hire an assistantship student, you are obligated to cover the student’s tuition. At UCF there are many optional fees not covered by a tuition waiver or your tuition payment. For more information about optional fees and fee invoices, please [visit UCF Student Accounts](#). Here is an example of how to complete the option to fund fees only up to \$500:

Are you paying fees for this assistant (optional payment of fees besides tuition)*?

Yes No

Are you paying ALL optional fees?*

Yes No

Specific amount (\$):

500

Step 9. Please add in any comments or WorkDay work tags that will help your program’s Graduate Coordinator to process your request. Any additional guidance will expedite processing and limit errors.

Comments:

I can only fund up to \$500 of the student's optional fees due.

**

Please use GR##### from 10/1/24 - 12/31/24 at \$21 per hour.

Worktags:

Worktags are optional here, but may assist in processing your request more quickly

Step 10. Submit your hiring details to this system by selecting the appropriate option.

BACK

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GTA/Grader/General Assistant

For GTA, Graders, and General Assistant requests, your submissions will be sent to your department's Graduate Program Coordinator.

Once you select an agreement option, you will see a Prefill Option:

Prefill: ⌵ Prefill

Once you have entered a student's agreement details into this version of the hiring tool, future terms will pre-load the student's previous agreement's information.

If you have not previously entered an earlier assistantship into the CECS Hiring Tool, your student's contract information will not be added to this option yet. This is a 100% optional function of the tool.

Step 4. Begin completing your student's and your information into the system. It should look like this:

Student UCF ID*

Student First Name*: **Student Last Name*:**

Student Email*:

Student*: Domestic International

Request For*: New Assignment Revision Acct.Change Offer

Student's Advisor*:
(faculty member)

Type of Assistantship*: ⌵

UCF IDs are seven digits, no letters, identification information that we will need to hiring the correct student and make certain they are supervised by you.

Domestic students are students that do not require a Visa to study at UCF. International students are primarily those on F1 or J1 visas, but there may be others. If you are not sure, select "Unknown" and your program's Graduate Coordinator can correct any misclassifications.

The Student's Advisor may or may not be the same professor that is supervising this assistantship position.



Step 5. Determine the semesters and hours per week you wish to hire the student. We also must know how many credit hours your student plans to take in a term. If you are hiring a GA, course information will not appear, but you will still need to determine the number of hours hired per week and the student’s anticipated credit hours.

Semester(s) and hours/week for which the GRA support is requested:

*at least one term to be submitted

Fall:	Hours Hired Per Week:	Credit Hours Enrolled:
2024	20	9
Spring:	Hours Hired Per Week:	Hours enrolled:
2025	20	9
Summer:	Hours Hired Per Week:	Hours enrolled:
2025	20	6

Tuition\$	Fees\$	Total\$	Stipend\$	Total\$
6,915.84	2,993.00	9,908.84	0.00	9,908.84

Newly admitted international students must have a two-term assistantship.

All graduate assistantships are either 10 or 20 hours per week. International students cannot work more than 20 hours in fall or spring terms. International students can work more than 20 hours in the summer terms only. To hire a domestic student for more than 20 hours in a fall/spring term, please complete a [Supplemental Assignment](#) after submitting your agreement.

All assistantship and fellowship students MUST be full-time students to maintain their award and/or assistantship employment. Even for 10-hour contracts, students must be full-time students. Please note, a 10-hour agreement will not waive a student’s out-of-state tuition and fees unless it is matched with a second 10-hour agreement. International students hired for 20-hours are eligible for UCF provided health insurance.

Per federal law, even if a student has an approved UCF Global Reduced Course, students on contracts must still enroll full-time in their first or last term at UCF.

ESTIMATED TUITION COST			
	9 Hours	6 Hours	3 Hours
20Hrs	\$2,593.44	\$1,728.96	\$864.48
10Hrs	\$1,296.72	\$864.48	\$432.24
ESTIMATED MAXIMUM OPTIONAL FEES			
	9 Hours	6 Hours	3 Hours*
Int'l Students:	\$1,095.00	\$803.00	\$512.00
Non-Florida Residents:	\$1,045.00	\$753.00	\$462.00
Florida Residents:	\$900.00	\$700.00	\$400.00

*Full-time enrollment for dissertation/thesis students is only 3 credit hours of thesis/dissertation, even during a student's graduating term. An approved Reduced Course Load does not override the federal requirement of assistantship students being full-time enrolled.



As with the prefill option, you can select estimated waiver and fees for reference. Tuition and fees are set by UCF’s Board of Trustees in July of every year. These are estimates. Your program’s Graduate Program Coordinator can adjust your student’s waiver amount during the first and second week of every term.

Step 6. Enter the course(s) that the student is assisting.

Semester(s) and hours/week for which the GTA Assistantship is requested:

*at least one term to be submitted

Fall:	Hours assigned:	Credit Hours Enrolled:
<input type="text" value="2024"/>	<input type="text" value="20"/>	<input type="text" value="9"/>

Fall Assignments

Course Prefix	Course Number	Section	Faculty Name
<input type="text" value="EEE"/>	<input type="text" value="3307"/>	<input type="text" value="0001"/>	<input type="text" value="Knightro"/>
<input type="text" value="EEE"/>	<input type="text" value="3307"/>	<input type="text" value="0002"/>	<input type="text" value="Knightro"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Spring:	Hours Assigned:	Credit Hours Enrolled:
<input type="text" value="2025"/>	<input type="text" value="20"/>	<input type="text" value="9"/>

Spring Assignments

Course Prefix	Course Number	Section	Faculty Name
<input type="text" value="EEE"/>	<input type="text" value="3307"/>	<input type="text" value="0001"/>	<input type="text" value="Knightro"/>
<input type="text" value="EEE"/>	<input type="text" value="3307"/>	<input type="text" value="0002"/>	<input type="text" value="Knightro"/>

All Graduate Teaching Associates, Teaching Assistants, and Graders must be [evaluated](#) as part of the university’s SACSCOC accreditation requirements. These evaluations are linked directly to the course, professor, and student, so accurate course information is required. Failing to timely evaluate students may result in a future request denied by the College of Graduate Studies.



Step 7. Enter your department, the student’s program, and student’s Candidacy status.

Department*:

Electrical and Computer Engineering

Academic Program*:

EE-MS EE-PhD CpE-MS CpE-PhD

Passed Candidacy*:

Candidate students are full-time students if they register in 3 hours of dissertation credits. Tuition waivers will default to 3 hours. If you student plans to enroll in more than 3 hours of dissertation credits, please contact your Graduate Program Coordinator, so they can increase the tuition waiver to fully cover your student’s tuition.

Yes No

Student that has passed the Candidacy milestone should continuously enroll in dissertation credits until they graduate. Only students with the minimum number of dissertation met and those not on contract are eligible for 1 hour of XXX 7980.

Step 8. Enter the student’s hiring details that must include – Start Date, End Date, Account Information, Percentage Charged, etc. GTAs and Graders must be hired in [set start and end dates](#) determined by university leadership. Here is an example:

Please provide:

- 1 or more accounts for the **Stipend**
- 1 or more accounts for the **Background Check**. Background checks are required for any new hire to UCF. Grants cannot cover this expense. More information about this requirement can be found at: <https://tinyurl.com/2dkf5dj2>.

Use of Funds	Account Type	Account #	Start Date	End Date	Percentage
Stipend	Non-Sponsored Ac	CC10889	08/19/2024	12/11/2024	100
Tuition / Optiona	Sponsored Accoun	GR#####	08/19/2024	12/11/2024	100
Background Che	Non-Sponsored Ac	CC10889	08/19/2024	12/11/2024	100

Add Account Remove Account

SELECT TERM PAY PERIOD

Begin Date*:

08/19/2024

End Date*:

12/11/2024

of Pay Periods*:

8.3

Hours per Week*:

20

Hourly Pay Rate*:

18.08

Stipend*:

6,002.56

Minimum amounts for 20 hours:
AY term Phd:\$6,000 MS:\$5,000
Summer Phd:\$4,500 MS:\$3,750

Initially only one row will appear. To add additional account information, select the yellow “Add Account Button.”



Step 9. Enter your student’s fee payment information. You can fund all fees, partial fees, or no fees. The department’s GTA funds cannot accommodate optional fees. In this case, you would add a row under the stipend line providing a grant (or other funding source) to fund the fees.

Are you paying fees for this assistant (optional payment of fees besides tuition)*?

Yes No

Are you paying ALL optional fees?*

Yes No

Specific amount (\$):

To hire an assistantship student, you are obligated to cover the student’s tuition. For GTAs and Graders this is *usually* a waiver allocate by the College of Graduate Studies and managed by CECS Grad Affairs Office. However, if a department has exhausted their waiver allocation, department funds must be used to fund the student’s tuition waiver.

At UCF there are many optional fees not covered by a tuition waiver or your tuition payment. For more information about optional fees and fee invoices, please [visit UCF Student Accounts](#). Here is an example of how to complete the option to not cover fees:

Step 10. Please add in any comments or WorkDay work tags that will help your program’s Graduate Coordinator to process your request. Any additional guidance will expedite processing and limit errors.

Step 11. Submit your hiring details to this system by selecting the appropriate option.

BACK

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SUBMIT

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