

GT-TRACS Package Requirements for RESEARCH FACULTY

Action Type	Package Name	Package Type	Approval Orgs	Required on Package Info Tab	Required Attachments
New Regular Research Faculty	FY[Year] New [Position]	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End (if applicable), Citizenship, Degree Info, Salary data	<ul style="list-style-type: none">• Draft Offer Letter• CV/Resume• Official Transcript; FCE for non-US Institutions• Reference Letters (3)• Job Opening Report• Applicant Pool Summary Data
New Limited-Term Research Faculty <i>(maximum two-year appointment)</i>	FY[Year] New [Position] - LT	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End dates (if applicable), Citizenship, Degree Info, Salary data	<ul style="list-style-type: none">• Draft Offer Letter (including end date)• CV/Resume• Official Transcript; FCE for non-US Institutions• Reference Letters (3)
Transfer (Change in Position), Administrative Appointment, or Interim Assignment	FY[Year] Xfr [Position] or FY[Year] [Admin Title] or FY[Year] Interim [Position]	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates (if applicable), Citizenship, Degree Info, Salary data, Background Check^	<ul style="list-style-type: none">• Draft Offer Letter (including end date, if applicable)• Current CV/Resume• If official transcript is on file with FA, add note in package• Internal comp/equity data or other justification, if salary increase• Background Screen Clearance^ (if Position of Trust)• **If search required for position or if transferring from LT to a Regular position, include: Careers Job Opening Report and Applicant Pool Summary Data
Change in Appointment <i>(Changes in terms of current Appointment, such as Additional Duties; no change in Position)</i>	FY[Year] [Position]	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Citizenship, Degree Info, Salary data	<ul style="list-style-type: none">• Draft Offer Letter (including end date, if applicable)• CV/Resume• Internal salary comp/equity data or other justification, if salary increase• Any supporting documentation (e.g., justification memo)

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New Postdoctoral Fellow	FY[Year] New Postdoctoral Fellow	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data	<ul style="list-style-type: none">• Draft Offer Letter (include begin and end dates)• CV/Resume• Official Transcript; FCE for non-US Institutions• Reference Letters (3)
Postdoctoral Scholar (Affiliate)	FY[Year] Postdoctoral Scholar	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type (Temporary); New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Information	<ul style="list-style-type: none">• Offer/Invitation letter (include begin and end dates)• CV/Resume• Funding letter from sponsoring agency• Official Transcript; FCE for non-US Institutions
New Visiting Research Faculty <i>(For Part-Time; regular new hire package required for benefits-eligible Visiting position.)</i>	FY[Year] New Visiting [Position]	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data, Background Check^	<ul style="list-style-type: none">• Draft Offer Letter (include begin and end dates)• CV/Resume• Official Transcript; FCE for non-US Institutions• Funding Letter (if applicable) <p><i>Regular new hire package required for benefits-eligible Visiting position.</i></p>
Extension of Current Appointment	FY[Year] Extension [Position]	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire (N), Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data	<ul style="list-style-type: none">• Original/Current Appointment Offer Letter• Draft Offer letter with extension date <p>**Package should be initiated at least 60 days prior to term date**</p>
Rehire <i>(same rank/position)</i>	FY[Year] Rehire [Position]	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, Salary data, Background Check^	<ul style="list-style-type: none">• Draft Offer Letter (include end date,if applicable)• CV/Resume• Reference Letters (3)• If official transcript is on file, add note in package <p>**If transferring to a <u>Regular position</u>, include: Careers Job Opening Report and Applicant Pool Summary Data</p>

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Salary Increase Requests – Internal Equity, Market Adjustment, or Retention <i>(no change in duties/ appointment)</i>	[FY] Retention or [FY] Market Adj or [FY] Equity	Retention/ Sal Inc	School/Unit College/Lab FA	Proposed Title; Employment Type; Citizenship, Effective Date, Current and Proposed Salary data	<ul style="list-style-type: none"> Draft notification memo to employee Comparative department/unit salary data required for equity increases and/or relevant market data or other justification CV/Resume and current Job Description If Prevailing Wage, include documentation from Global HR
Rehired Retiree (RBW) Appointment – Research/Administration	[FY or Semester] RBW	Appointment	School College FA	Proposed Title, Effective Date, Short Term Begin and End Date, Salary data	<ul style="list-style-type: none"> Draft Offer Letter <i>Include dates, monthly or hourly salary, and FTE in the letter.</i> <i>Include funding source in the notes</i>
Joint/Concurrent Appointment (working in two depts) <i>*If teaching, follow Adding Teaching Duties package below</i>	FY[Year] Joint Hire [Current Position]	Appointment	School/Unit (both depts) College/Lab (both depts) FA (or 609 if Academic)	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, End Date, Degree Info	<ul style="list-style-type: none"> Draft Offer Letter – <i>include begin date, end date (if applicable), percent time in both units and salary</i>
Research Faculty Adding Teaching Duties	[Semester] Teaching	Appointment <div>Select Faculty Type: Academic</div>	School/Unit College/Lab OFA (609)	Faculty Type (Academic), Proposed Title (retain current title), Tenure Track (no), Empl Type, WorkTime Type, Effective Date, Short Term Begin/End Date, Degree Info, Teaching CIP, Salary, Background Check^	<ul style="list-style-type: none"> Draft Offer Letter (retain current title) Approved Flexwork Arrangement form <i>(if extra comp, teaching during regular business hours)</i> Updated CV/Resume Copy of Official Transcript Background Check^ (if new teaching assignment)
Leave of Absence (LOA) 8 weeks to 1 year	FY[Year] LOA	Other	School/Unit College/Lab OFA (609)	Include Job Title in Note	<ul style="list-style-type: none"> Approved Leave of Absence Form OSP LoA Checklist Export Control Form or verification of approval, if traveling internationally Notify GTHR Benefits Specialist in Notes section or upload documentation confirming review by GTHR Benefits.

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Leave of Absence (beyond 1 year)	[Semester] LOA Extension	Other	School/Unit College/Lab OFA (609) [BoR]	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none">Signed Leave of Absence FormOSP LoA ChecklistExport Control Form or verification of approval, if traveling internationallyDraft letter from the EVPR/Provost to the Chancellor; subject to BoR approval
Resignation/Retirement	FY[Year] Resignation or FY[Year] Retirement	Other	School/Unit College/Lab OFA (609)	Include last date worked in Comments section.	<ul style="list-style-type: none">PDF Resignation letter or email from employee, including indication of last working date
Termination – Lack of Funding (LOF)	FY[Year] Termination - LOF	Other	School/Unit College/Lab EVPR (120)	Must add EVPR (120) to approvals tab	<ul style="list-style-type: none">Original Offer LetterDraft Termination LetterMemo listing any other employees on same funding source/impact(Ad-Hoc GTHR Employee Relations contact on OneUSG transaction)
Termination – Performance	FY[Year] Termination – Performance	Other	School/Unit College/Lab EVPR (120)	Must add EVPR (120) to approvals tab	<ul style="list-style-type: none">Correspondence/approval from GTHR Employee Relations or tag ER Consultant in note to initiate(Ad-Hoc GTHR Employee Relations contact on OneUSG transaction)
External Adjunct (Courtesy Appointment)	FY[Year] External Adjunct	Appointment	School/Unit College/Div OFA (609)	Proposed Title; Employment Type; Effective Date, Begin/End Dates, Degree Info, Background Check^	<ul style="list-style-type: none">Draft Offer LetterTranscripts or a note stating they are on fileCV/Resume
Internal Adjunct (Courtesy Appointment)	FY[Year] Internal Adjunct	Appointment	School/Unit College/Div OFA (609)	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Begin/End Dates, Degree Info	<ul style="list-style-type: none">Draft Offer Letter (include begin and end dates, percent time in both units)Transcripts or a note stating they are on fileCV/Resume

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Requests for Emeritus Status	FY[Year] Emeritus Status	Other	School/Unit College/Div OFA (609) President (800)	Select "Award of Emeritus Title" under "Other Type"	<ul style="list-style-type: none">• Emeritus Form• Updated CV/Resume• Recommendation Letter• Include note that provides candidate's full home mailing address
Dual Appointment Agreements (DAA)	FY[Year] DAA	Other	School/Unit College/Div OFA (609)	Must add College/Division and OFA (609) to approval routing	<ul style="list-style-type: none">• Signed USG Dual Appointment Form• Signed GT Dual Appointment Coversheet
Change in Percent Time (for more than six months or change in benefits eligibility)	FY[Year] Percent Time Change	Appointment	School/Unit College/Lab RFA	Proposed Title (retain current title), Employment Type, Effective Date, Degree Info, Salary data	<ul style="list-style-type: none">• Draft Offer Letter (retain current title)• Updated CV/Resume• Justification memo and/or request from employee
Intergovernmental Personnel Act (IPA) Agreements	FY[Year] IPA	Appointment	School/Unit College/Div RFA	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, Salary data	<ul style="list-style-type: none">• Draft Offer Letter• IPA Agreement Documentation• OSP LoA Checklist• Export Control Form or verification of approval, if traveling internationally

* In addition to uploading Careers Job Opening Report, the Job Opening ID and Position Number should be listed in Package Info tab.
^ Background Screening will be required to process hire transactions for new hires, transfer into a Position of Trust, or new teaching assignment.