

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 permanent 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 Select Faculty Type: Academic	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 and tag Vanessa Daniels in a note• If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.• 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 Checklist and tag Vannessa Daniels in a noteIf international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.Draft 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">Tag Kyla Ross and David Bamburowski in a noteOriginal Offer LetterDraft Termination Letter – see templateMemo 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">Tag Kyla Ross and David Bamburowski in a noteCorrespondence/approval from GTHR Employee Relations or note to confirm ER term intake form has been initiated(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 <i>or</i> change in benefits eligibility)	FY[Year] Percent Time Change	Appointment	School/Unit College/Lab FA	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 FA	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 and tag Vanessa Daniels in a note• If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.
Faculty Temp Assignment Pay (One-Time Supplemental Pay)	FY[Year] Temp Supp Pay	Other	School College (OFA not needed)	Does not need to be routed to OFA. OneUSG supp pay transaction to follow.	<ul style="list-style-type: none">• Signed offer letter or PDF generated by GTHR Supp Pay Intake

* 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.