



THE Ames Laboratory  
*Creating Materials & Energy Solutions*

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U.S. DEPARTMENT OF ENERGY

# HUMAN RESOURCES GUIDE FOR PROGRAM ASSISTANTS

October 2012

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## Staff Contact Information/Areas of Expertise

Human Resources Office – 105 TASF 294-2680

Diane [Muncrief](#) **Manager** 294-5731  
Labor Relations-Professional  
Performance Management  
HR Policies and Interpretation  
Classification and Hiring  
Compensation and Benefits  
DOE Reporting

Lynnette [Witt](#) **Assistant Manager** 294-5740  
Classification and Hiring  
Labor Relations-Contract  
Visa Administration  
Diversity – EEO Reporting

Mallory [Schon](#) **Program Coordinator** 294-8062  
eAppraisal Performance Management  
FMLA Administration and Questions  
Employee Education and Onboarding  
Succession Planning  
Mentoring Program

Rhonda [DeShong](#) **Program Assistant** 294-0931  
eAppraisal Technical Assistance and Set up  
Data Inquiries, Reports, Budgeting  
FV&A Documentation and questions  
EASE Coordinator  
Employment and Payroll

- [Grad Students](#)
- Visiting Scientists
- Student Associates

Rhonda [Hill](#) **Clerk** 294-2681  
Employment and Payroll

- Faculty
- [P&S Staff](#)
- [Postdocs](#)
- [Merit Staff](#)
- Casual Hourly
- Associates

Carol [Cowan](#) **Secretary** 294-2680

- Receptionist
- Check In /Check Out

## Personnel Requisitions

Before an individual may begin work at the Ames Laboratory, a Personnel Requisition must be completed at the program level, routed and signed by all approving parties. Additional documents may be required to process the Requisition (ie: AL-473 Foreign Visits and Assignments form, Tuition memos, etc.) and are discussed in further detail in their respective sections. The Personnel Requisition forms are located on the Ames Laboratory website at: <http://www.ameslab.gov/operations/human-resources/forms>. There are 3 different forms used in the HR process. The forms and their uses are as follows:

- The Personnel Requisition Original Appointment is used for new hires to Ames Laboratory or ISU, and if an individual has a break in paid appointment at Ames Laboratory or ISU. This form is used for all paybases except for XH (hourly) employees.
- The Personnel Requisition XH Original Appointment requisition is used for hourly employees.
- The Personnel Requisition Reappointment/Change Form is used for two different types of actions and has a drop down menu to choose Change Request or Reappointment Request. Reappointment Request is chosen to “extend” a current appointment (ie: one appointment ends and another is to begin). Change Request is chosen to make a change to the current appointment. Most commonly, it is used to change a funding source or the percentage of effort on projects/fund accounts. The worksheet portion of the form accommodates either dollars or percentages, whichever is most desirable when entering the data.

The Requisition forms are spreadsheets designed by the Accounting Office to satisfy the data entry information needs for the Deltek and EP databases. The spreadsheets incorporate various tabs of information to perform the calculations which end up on the Summary sheet or “final” requisition document, which is printed and routed for signature approval.

Appointment information is entered on the New Assignment Calculation tab then transferred to the Summary tab in the normal requisition format. The first selection on the new assignment calculation tab determines whether the data entered is to calculate salary dollars or percentage of effort. The easiest choice is to enter “D” and have the system calculate the dollar amounts on the project(s) based on the percentage of effort entered. Most of the fields at the top are self explanatory and routine. Below is a list of “helpful hints” and reminders for completing requisitions.

- ❖ Forms must include the employee's University ID number and Ames Laboratory Employee number (New ISU employees will be assigned these numbers at check in, so these fields may be blank on the initial hire form).
- ❖ Forms must list #1 *Assigned work time: Fractional Percentage*; even if there is no change. The "From: To:" fields are used in the calculations.
- ❖ The *Full Time Annual* salary should be the 12 months at 100%.
  - ❖ Example 1: B-base employees list monthly salary multiplied by 12.
  - ❖ Example 2: C-base students list monthly salary multiplied by 24 (for ½ time appointments).
- ❖ The % of *Base* corresponds to the fraction of time worked (FTW).
- ❖ The assignment data must reflect the full month for which a Reappointment or Change takes place.
  - ❖ Example: C-base student being reappointed for 5/16/XX to 8/15/XX must have the 5/1/XX through 5/15/XX information reflected on the top half of the form.
  - ❖ An appointment can end in the middle of the month on a Requisition or a Reappointment. A "new" appointment can begin on any date during the month since there is no previous pay.
- ❖ All assignments must include the level 4 Cost Point project number (XXXXXX.XXX.XXX.XXXX).
- ❖ Deltek Org field must contain the program org code for the project. (ie: 1.10.780)
- ❖ All Ames Laboratory Royalty funding must be listing on 2 lines: Funding Line #1 = 290-25-09-XX-XXXX; funding Line #2 = R66100.XXX.XXX.XXXX.
- ❖ *EP Distribution* should always total 100%
- ❖ Form should not show any field with #NAME? If this displays, you will need to check to see that the Add-In Analysis Tool Pak is installed on your version of Excel.

The pages that follow contain sample Requisitions New Assignment Calculation screenshots for your reference:

- ❖ Personnel Requisition – Summer Appointment for B-Base Faculty member.
- ❖ Reappointment Requisition – Summer Appointment for C-base student.
- ❖ Change Request – Change of Funding and Salary Increase on D-base Postdoc.
- ❖ Personnel Requisition – Hourly (XH) student new appointment.



Personnel Requisition: New Salary Calculation page for Summer Appointment for B-base Faculty member. Note areas that were automatically populated from *New Assignment Calculation* tab. Program Assistants need only fill in the yellow shaded areas.

salary calculation 22\_ORIGINAL APPOINTMENT.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

**PERSONNEL REQUISITION**  
 (Use for initial hiring of permanent and temporary employees--  
 ALL BASES EXCEPT XH)

Requisition Prepared By: \_\_\_\_\_  
 Program Area/Center \_\_\_\_\_  
 Program/Center Director \_\_\_\_\_

**APPOINTMENT PERIOD:** FROM: 05/16/2010 TO 06/15/2010  
**SALARY:** \$103,540.00 YR  
**TIME:** Full-Time 1  
**PATBASE CODE: (Enter num)** B

Name of Candidate: \_\_\_\_\_ (if search is required, indicate open position)

Job Title: \_\_\_\_\_ University ID # \_\_\_\_\_ Employee # \_\_\_\_\_  
 HI/JTA Packet is completed and attached. *[Required before requisition will be processed]*

Replacing (name/termination date): \_\_\_\_\_ New Position: N

Office Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Safety Rep.: \_\_\_\_\_  
 Evaluating Supervisor: \_\_\_\_\_ Group/Section Leader: \_\_\_\_\_

For temporary employees only: Is incumbent eligible for vacation payout upon resignation?  Yes  No

ADP POSITION SENSITIVITY RATING:(Check one) ADP-1  ADP-2   
 ADP-3  None

ALISU ASSIGNMENTS							
Effective Dates: 05/16/2010 TO 06/15/2010							
Y of Base	EP BBSX Dist	Full Time Annual Actual	1st Month Actual	Monthly Actual	Dollar Payroll or ISB Fund Actual B	Dollar Org	Program Director/Manager (Name)
100.0000%	100.0000%	\$103,540.00	\$9,039.21	\$8,628.33	120999.000.000.0000	1,10,780	
100.0000%	100.0000%	\$103,540.00	\$9,039.21	\$8,628.33			

**Signatures Indicating Concurrence**

Supervisor Approval	Date
Program Director Approval	Date
Budget Office Approval	Date
Chief Operations Officer Approval	Date
Budget Office Signature Review	Date
Human Resources Office	Date

Summary | New Assignment Calculation | YearlyCalendar | Guidance notes | MORE FORMULA



Reappointment Requisition: Summary page for Summer Appointment for C-base student. Note areas that were automatically populated from *New Assignment Calculation* tab. Program Assistants need only fill in the yellow shaded areas.

salary calculation 33\_CHANGEAPPOINTMENT revised.xls [Read-Only] [Compatibility Mode]

**RE-APPOINTMENT REQUISITION**  
 (Use to re-appoint a current employee).

PROGRAM/CENTER: \_\_\_\_\_  
 PROGRAM/CENTER DIRECTOR: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_  
 Paybase: C UnivID #: \_\_\_\_\_ Employee #: \_\_\_\_\_

DOES PREVIOUS HI/JTA PACKET REMAIN ACCURATE? (if "No", new packet is required): \_\_\_\_\_

#1 ASSIGNED WORK TIME: INCREASE/DECREASE: FROM 1/2 TO 1/2  
 #2 SALARY INCREASE/DECREASE: FROM \$ \_\_\_\_\_ TO \$ \_\_\_\_\_  
 #3 EVALUATING SUPERVISOR TO: \_\_\_\_\_ GROUP SECTION LEADER TO: \_\_\_\_\_  
 #4 JOB TITLE: \_\_\_\_\_

AL/ISU ASSIGNMENTS							
Effective Date	TO	Full Time Annual Actual	1st Month Actual	Monthly Actual	Part Point Project ISU Fund Acct \$	Part Point Org	Program Director/Manager (Name)
5/1/2010	5/15/2010	\$40,800.00	\$809.52	\$1,700.00	120999.000.000.0000	1.10.730	
50.0000%	100.0000%	\$40,800.00	\$809.52	\$1,700.00			

Paybase: C

#1 ASSIGNED WORK TIME: INCREASE/DECREASE: FROM 1/2 TO 1/2  
 #2 SALARY INCREASE/DECREASE: FROM \$ \_\_\_\_\_ TO \$ \_\_\_\_\_  
 #3 EVALUATING SUPERVISOR TO: \_\_\_\_\_ GROUP SECTION LEADER TO: \_\_\_\_\_  
 #4 JOB TITLE: \_\_\_\_\_

AL/ISU ASSIGNMENTS							
Effective Date	TO	Full Time Annual Actual	Salary 1st Month Actual	Monthly Actual	Part Point Project ISU Fund Acct \$	Part Point Org	Program Director/Manager (Name)
5/16/2010	8/15/2010	\$40,800.00	\$890.48	\$1,700.00	120999.000.000.0000	1.10.730	
50.0000%	100.0000%	\$40,800.00	\$890.48	\$1,700.00			

**Signatures Indicating Concurrence**

Supervisor Approval	Date
Program Director Approval	Date
Budget Officer Approval	Date
Budget Officer Signature Review	Date
Human Resources Officer	Date

Summary | New Assignment Calculation | Yearly Calendar | Guidance Not



Change Request: Summary page for Change of Funding and Salary increase for D-base Postdoc. Note areas that were automatically populated from *New Assignment Calculation* tab. Program Assistants need only fill in the yellow shaded areas. Salary Increase From: and To: is reflected only on Summary page.

salary calculation 33\_CHANGEAPPOINTMENT revised.xls [Read-Only] [Compatibility Mode]

**CHANGE REQUEST**  
(Use to make changes to an employee's current appointment).

PROGRAM/CENTER: \_\_\_\_\_  
PROGRAM/CENTER DIRECTOR: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_  
Paybase: D UnivID #: \_\_\_\_\_ Employee #: \_\_\_\_\_  
DOES PREVIOUS HIRING PACKET REMAIN ACCURATE? (if "No", new packet is required): \_\_\_\_\_  
#1 ASSIGNED WORK TIME: INCREASE/DECREASE: FROM 1 TO 1  
#2 SALARY INCREASE/DECREASE: FROM \$ 35,500.00 TO \$ 37,000.00  
#3 EVALUATING SUPERVISOR TO: \_\_\_\_\_ GROUP SECTION LEADER TO: \_\_\_\_\_  
#4 JOB TITLE: \_\_\_\_\_

**AL/ISU ASSIGNMENTS**  
Effective Date: 7/1/2010 TO: 6/30/2011

Full Time Annual Actual	1st Month Actual	Monthly Actual	Part Point Project ISU Fund Acct \$	Part Point Org	Program Director/Manager [Name]
\$37,000.00	\$3,083.33	\$3,083.33	123999.000.000.0000	1.10.730	
			129999.999.001.0000	1.10.730	
100.0000%	100.0000%	\$37,000.00	\$3,083.33	\$3,083.33	

Paybase: 0

#1 ASSIGNED WORK TIME: INCREASE/DECREASE: FROM \_\_\_\_\_ TO \_\_\_\_\_  
#2 SALARY INCREASE/DECREASE: FROM \$ \_\_\_\_\_ TO \$ \_\_\_\_\_  
#3 EVALUATING SUPERVISOR TO: \_\_\_\_\_ GROUP SECTION LEADER TO: \_\_\_\_\_  
#4 JOB TITLE: \_\_\_\_\_

**AL/ISU ASSIGNMENTS**  
Effective Date: \_\_\_\_\_ TO: \_\_\_\_\_

Full Time Annual Actual	Salary 1st Month Actual	Monthly Actual	Part Point Project ISU Fund Acct \$	Part Point Org	Program Director/Manager [Name]
	\$DIV???	\$DIV???			
	\$DIV???	\$DIV???			
	\$DIV???	\$DIV???			
	\$DIV???	\$DIV???			
	\$DIV???	\$DIV???			
	\$DIV???	\$DIV???			
	\$DIV???	\$DIV???			
	\$DIV???	\$DIV???			
0.0000%	0.0000%	\$0.00	\$DIV???	\$DIV???	

**Signatures Indicating Concurrence**

Supervisor Approval	Date
Program Director Approval	Date
Budget Officer Approval	Date
Budget Officer Signature Review	Date
Human Resources Officer	Date

Summary | New Assignment Calculation | Yearly Calendar | Guidance N

XH Requisition: New Salary Calculation page for appointing XH, casual hourly employee. Note: Estimated hours per week must be entered. Students may not exceed 20 hours total of all ISU jobs while classes are in session.

salary calculation 22\_ORIGINAL APPOINTMENT XH ONLY (2).xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Security Warning: Macros have been disabled. Options...

1 "YELLOW CELL SHADING" INDICATES A DATA ENTRY FIELD ON THE CALCULATION SHEET AND THE SUMMARY SHEET

2

3

4

5

6

7

8 FY 2010 \$3.00 HOURLY RATE XHS Pay Base Code: XH XHS

9

10

11

12 Assigned Work Time - Fractional Percentage 1

13 If Hourly--Indicate number of hours per week 15

14

15 Enter the Date Appt. Begins Enter the Date Appt. ends

16

17 Appointment Period 8/23/2010 to 5/15/2011

18

19

20

21 Appointment Start/End Effective Dates- 1st Month only: 8/1/2010 to 8/31/2010 Total FTE Working Days Working Days

22 1st/Last date of 1st Month of Appointment Change 8/1/2010 to 8/31/2010 1 22 22

23

24

25 To Calculate

26 Dollars \$1,560.00 Salary for Effective Period

27 Enter Percentage FTE % of Month Worked 100.0000%

Deltek Project or or ISU Fund Acct #	Deltek Org	Annual Calculated	1st Month Calculated	Monthly Calculated	In Column H Below		
123999.000.0000	110.780	\$18,720.00	\$1,560.00	\$1,560.00	100.0000%	100.0000%	\$1,560.00 Monthly Salary
					0.0000%		\$1,560.00 Monthly Salary at 100%
					0.0000%		18,720.00 Rounded Annual Salary at 100%
					0.0000%		
					0.0000%		
		\$18,720.00	\$1,560.00	\$1,560.00	100.0000%	100.0000%	

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Summary New Assignment Calculation YearlyCalendar Guidance notes MORE FORMULA

XH Requisition: Summary page for appointing XH, casual hourly employee.

salary calculation 22\_ORIGINAL APPOINTMENT XH ONLY (2).xls [Read-Only] [Compatibility Mode] - Micros

Security Warning Macros have been disabled. Options...

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**XH PERSONNEL REQUISITION**  
(Use for initial hiring of XH employees only).

Requisition Prepared By: \_\_\_\_\_  
 Program Area/Center: \_\_\_\_\_  
 Program/Center Director: \_\_\_\_\_

**APPOINTMENT PERIOD:** 8/23/2010 to 5/15/2011  
**SALARY:** \$9.00 PER HR  
**TIME:** (Specify) 15.00 Estimated Hours Per Week  
**PAYBASE CODE:** (Enter one) XHS

Name of Candidate: \_\_\_\_\_ (if search is required, indicate open position)  
Last First MI

To ensure compliance with the Federal Immigration Law, the employee must check in for payroll at the Ames Laboratory Personnel Office prior to their first day of work.

Job Title: \_\_\_\_\_ University ID #: \_\_\_\_\_ Employee #: \_\_\_\_\_  
 \_\_\_\_\_ HI/JTA Packet is completed and attached. *[Required before requisition will be processed].*

Replacing (name/termination date): \_\_\_\_\_ New Position: N

Office Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Safety Rep.: \_\_\_\_\_  
 Evaluating Supervisor: \_\_\_\_\_ Group/Section Leader: \_\_\_\_\_

ADP POSITION SENSITIVITY RATING:(Check one)  
 ADP-1  ADP-2   
 ADP-3  None

**ALHSU ASSIGNMENTS**  
 Effective Dates: 8/23/2010 to 5/15/2011

% of Base	Estimated Hours per Week	Rate Per Hour	Deltek Project or ISU Fund Acct	Deltek Org	Program Director/ Manager (Name)
100.0000%	15.0	\$9.00	123333.000.000.0000	1.10.780	
100.0000%	15.0				

\*\* Individual time cards must be submitted for each project. The time cards submitted will determine the actual

**FOR ACCOUNTING PURPOSES ONLY**  
 Effective Dates: 8/23/2010 to 5/15/2011

EP 188X Dist	Full Time Annual Salary	1st Month Salary	Monthly Salary	Deltek Project or ISU Fund Acct #	Deltek Org
100.0000%	\$18,720.00	\$1,560.00	\$1,560.00	123333.000.000.0000	1.10.780
100.0000%	\$18,720.00	\$1,560.00	\$1,560.00		

**Signatures Indicating Concurrence**

Supervisor Approval	Date
Program Director Approval	Date
Budget Office Approval	Date
Chief Operations Officer Approval	Date
Budget Office Signature Review	Date

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## AL-473 Foreign Visits and Assignments Form

All employees or associates who are not U.S. Citizens must have a completed AL-473 Foreign Visits and Assignments Form on file in Human Resources. Information on the form must be current and the visitor should supply the Program Assistant with their personal information and visa/passport information. The visa number is the 11-digit number on the white I-94 card. The duration of the appointment on the AL-473 form cannot exceed the visa end date. Once the form is completed, it is signed by the Program Director for the research area, then routed to the Ames Laboratory Director's office for the signature of the Chief Operations Officer. This form must be approved prior to the individual beginning work.

Employees must show original visa, passport, I-94 card and any duration of stay documents (ie: DS-2019, I-20, I-797, etc) in the Human Resources office before they are given the check in packet.

Visitors to the Ames Laboratory who are not U.S. Citizens must also have a completed AL-473 before they may visit the Ames Laboratory. Visitors should be brought to the Ames Laboratory Human Resources office as soon as they arrive on-site to check in. Visitors need to show visa, passport, I-94 card and any duration of stay documents (ie: DS-2019, I-20, I-797, etc). If the visit is two weeks or more, a corresponding Associateship Form should be completed. Please refer to the section on Associateship Forms for further information.

All foreign national visitors to campus are also required to check in at the ISU International Student and Scholars Office in Room 3248 of the Memorial Union. This office checks visa documents, assures health insurance coverage, provides work authorization (Form I-9), and many other services/information specifically for foreign visitors. Walk-In hours are available most afternoons, or it may be more efficient to call 4-1120 to set up an appointment to meet with an advisor.

Additional information regarding the Foreign Visits and Assignments Plan may be found under Ames Lab Documents, [http://www.ameslab.gov/files/documents/plan\\_40000.003\\_rev3.pdf](http://www.ameslab.gov/files/documents/plan_40000.003_rev3.pdf) 40000.003: Foreign Visits and Assignments Plan.

## Associateship Appointments

The Ames Laboratory Associateship form authorizes individuals who are not on pay with the Ames Laboratory to utilize the facilities and services. Associateship forms can be for any length of time up to a maximum of two years and detail the individual's affiliation with the lab and the research project they are observing and contributing to.

The Associateship form is also used to keep an employee affiliated with the Ames Laboratory if they are temporarily transferred to another funding source. If a person is not set up as a paid employee or an Associateship form is not on file, Human Resources will contact the individual to complete check out or contact the program area requesting them to complete an Associate form.

Reminder notices on Associateship forms expiring are sent out from Human Resources one month prior to expiration. If a renewal is intended, the new form must arrive in Human Resources prior to the expiration date of the current appointment. For associates that will not be renewed, it is the responsibility of the supervisor/program area to notify the associate of the need to check out and to ensure check out is completed.

Additional information regarding Associateship status may be found under Ames Lab Policies and Procedures, [https://www.ameslab.gov/files/procedures/procedure\\_48200.001\\_rev1.pdf](https://www.ameslab.gov/files/procedures/procedure_48200.001_rev1.pdf) Procedure 48200.001: Appointment of Non-Salaried Associates.

## Visa Types and Request Procedures

All non-U.S. Citizens must have valid visa authorization to work in the U.S. Visa documents are issued by the U.S. Consulate offices after individuals present documents prepared by ISU, and follow the procedures and background checks required by their country of origin.

Any individual in Ames Laboratory buildings or laboratory space is required to have a proper working visa in hand. Ames Laboratory/ISU does not have “volunteer” positions; therefore, everyone is required to possess proper documentation to work.

Working visas and subsequent documentation include:

- F-1 Student Visa – Valid I-20 listing Program of Study and completion time.
- J-1 Scholar Visa – Valid DS-2019 outlining duration of stay.
- H-1 Speciality Occupation Visa – Valid I-797 outlining duration of stay.

To receive authorization to work at Ames Laboratory/ISU, new employees must go to the International Students and Scholars Office, Room 3248 Memorial Union, to meet with an advisor and complete an I-9 form. The ISS office is responsible for all foreign nationals on campus, employees and visitors, and must validate visa documents, health insurance, etc.

To obtain visa information and make a request for Ames Laboratory to request a visa for a new employee or visitor, complete the AL-473 form in its entirety and put an “X” in the box for HR to request a visa. Process a Personnel Requisition or Ames Laboratory Associate form based on whether the appointment is paid or unpaid. Receipt of these two documents will open the lines of communication between the program assistant, HR and the scholar. Human Resources will make the request in the ISU on-line system once they receive all the information needed, and the individual will be notified of access and instructions to complete their personal information. Once approvals are obtained, Human Resources will issue an offer to the scholar and send them the documents they need to make application to their consulate for their US entry visa. Upon arrival, scholar will need to check in at Human Resources.

Requests for visas must be accompanied by appropriate fees. Due to the changing schedule of fees, please contact Human Resources for current information regarding fees if you have questions when initiating “Request for Checks” memos.

## Graduate Research Assistantships and Tuition Support

A graduate assistant (GA) performs duties that contribute significantly to their graduate education. Students holding assistantships are considered to be in training, not employees, and the graduate assistantship is a form of student aid that combines training with income. The standard appointment is 1/2-time with 20 hours per week spent on assistantship duties. Students selected to teach or to perform research that is part of their educational program should be appointed as graduate assistants, **not** as hourly employees, unless those duties do not involve ISU facilities or faculty supervision.

Graduate assistants with an appointment of one-quarter time or more are assessed resident tuition for each term they hold an assistantship. ISU policy provides that Master's candidates receive a 50% tuition scholarship award and that Ph.D. students receive 100% tuition scholarship. These amounts are split between the employing department and the academic home/college. Ames Laboratory, by virtue of the operating contract between DOE and ISU, may pay up to half of the tuition for a Ph.D. student and one-fourth of the tuition for a MS student.

Assistantship appointments by the Ames Laboratory may be made by the semester or by the academic year dependent upon funding. Graduate assistants who are on appointment for 3 months or more during each semester and 6 weeks during the summer will receive tuition scholarship credit. Deadlines for appointment processing are set by the Graduate College and communicated by Human Resources as soon as they are known. Appointment paperwork must be processed well in advance of the ISU billing date (normally 6-8 weeks prior to the beginning of the new term) to allow time for preparation of the Letter of Intent (LOI), and to allow time for the student to come in and sign the form. No payroll or tuition may be entered into the ISU system if the student does not come in to sign their LOI. When working with academic departments on appointments, program assistants need to communicate the unique processes/procedures for using DOE funding and ask departments not to make any adjustments to Ames Laboratory tuition payments or funding without first contacting them.

Eligibility for Graduate Research Assistantship concludes on the final day of classes for the term if the student graduates with their Ph.D. In the case of foreign nationals, this is also the date that their visa expires and they are no longer legally able to work or access Ames Laboratory space. Foreign nationals planning to graduate may apply for Optional Practical Training (OPT) on their F-1 visa by meeting with an International Student Advisor in the Memorial Union. OPT allows a student to continue "in training" in their field of study and work as a Postdoc. Advance planning is required on the part of the student if this is their choice. OPT applications typically take two months or more for approval. If the student does not have their OPT card in hand and valid work authorization (I-9 form), they may not work beyond the last day of the semester, and will be required to check out of the Ames Laboratory.

## ISU Classification & Hiring System

All Permanent, Term and Temporary Professional and Merit positions at Ames Laboratory are processed through the ISU Classification & Hiring system. A Personnel Requisition must be processed for any open position. Ames Laboratory HR will work with the hiring program/supervisor to complete necessary Position Descriptions and recruitment information. Open positions are listed on [www.iastatejobs.com](http://www.iastatejobs.com). Advertising requirements vary based on position type and level. Human Resources can provide information regarding required advertising/postings requirements. Ames Laboratory Human Resources will work with the program and supervisor to determine appropriate recruitment sources beyond the ISU Job Opportunities web page. Ames Laboratory Human Resources will place the recruitment announcements. Any cost will be the responsibility of the hiring department.

Once applications are received or the application deadline has passed, Ames Laboratory Human Resources will provide hiring managers a “guest” logon to access the applicant pool for the position. Applications must be reviewed and matched with qualifications listed in the job announcement, and matrixed accordingly. The matrix must be submitted to Ames Lab HR for review and submission to ISU. Once the matrix is approved by ISU, interviews may be scheduled.

The hiring manager or program assistant will need to contact Ames Laboratory Human Resources once they have chosen a candidate. Human Resources will then work with them to obtain ISU approval for the hire. Once the approval is granted, Human Resources will issue an official offer of employment and Letter of Intent. Hiring managers and program assistants will receive copies of the offer and should assure that deadlines for returning documents are met.

## Check In Process

Supervisors/Program areas are responsible for instructing new employees to complete check in on or before their first day of work in Human Resources and provide proper identification to complete the I-9 form. Common forms of identification submitted are: driver’s license and original social security card or birth certificate; or a U.S. passport. New employees wanting to expedite the check in process may download the check in forms and payroll packet from the New Employee Forms page, <http://www.ameslab.gov/operations/human-resources/new-employee-forms>, and bring their completed forms with them on their first day. (Associates need not complete the ISU Payroll packet).

HR staff will check forms for completeness and assign an employee number. Instructions for badges, ISU cards, ameslab.gov e-mail accounts, and training will be given to the employee at this time. If a new employee does not have the required information to complete the forms (ie: has not established a bank account, missing identification, etc.), accessing Ames Laboratory services and getting ISU payroll established will be delayed. It is helpful if the hiring manager or program assistant remind new employees of the items/information that will be needed when they report for work; this way critical services such as door access cards will not be delayed and hinder a new employee’s ability to work on their first day.

## Check Out Process

Every employee is required to complete check out upon the completion of their appointment at the Ames Laboratory. Supervisors and/or Program areas should direct employees to begin check out at Human Resources approximately two weeks **prior to** the end of their appointment. Human Resources staff will print a check out sheet off the database for the individual employee to sign certifying their last day of work, and instruct the employee on the signatures needed. Employees may return their Ames Laboratory Badge when they present for check out, or when they return their signed check out sheet. The purpose of check out is to ensure that all Ames Laboratory property is returned and accounted for, and that services are discontinued. For the majority of employees, check out takes approximately ten minutes to complete.

If an employee does not come in to complete check out, Human Resources staff will contact the Supervisor/Program Assistant to have them complete the process on behalf of the employee. If the employee has left ISU with their badge, keys, or other Ames Laboratory property, the Supervisor or Program Assistant is responsible for contacting the employee to coordinate their return. It is strongly suggested that groups implement their own method of ensuring employees handle check out prior to leaving the Ames Laboratory. For the official Check-in and Check-out Plan 48200.003 see the following link.

[http://www.ameslab.gov/files/documents/plan\\_48200.003\\_rev1.pdf](http://www.ameslab.gov/files/documents/plan_48200.003_rev1.pdf)

## Signature Authority

Program Assistants typically have signature authority either for the Program Director or in the absence of the Program Director. Delegation of signature authority is done via memo by the Program Director. All administrative offices are included in the routing of the memo. The Program Director must specifically state what areas they are authorizing: (ie: Travel, Personnel Requisitions, Credit Card, Timesheets, Work Orders, etc.), and the associated projects. A dollar limit may also be imposed allowing signature up to a certain amount.

## Administrative Computing Services

New Program Assistants will need to complete the Information Systems Request for Administrative Applications form to establish access to the Ames Lab business system. A Program Assistant or Administrative Specialist normally needs access to the following:

- Cognos 8 – AIM, Business Administrator folder, as a Business Administrator.
- Deltek Timekeeping – Time entry and approval, as a user and/or approver.
- Deltek Travel – TCE, as a user
- Costpoint Credit Cards - Procurement Planning Requisitions, as a user and/or approver.

# Appendix

**Notes:**

1. If any Ames Lab funding is involved, an AL requisition must be routed for signature.
2. 473's must contain current visa information based on student presenting them to program designee.
3. Individual Tuition Support Memos should be attached to AL requisitions for C base employees.
4. All new employees must check in at 105 TASF on or before their first day of work.  
New to ISU payroll must present 2 acceptable forms of ID on or before their first day of work i.e. drivers license, social security card.

Abbreviation/Definition
AL HR Ames Lab Human Resources
AL HR Check In AL HR Check-in - Individual must check in
AL Req Ames Lab Personnel Requisition Form
EPA Electronic Personnel Action (ISU)
LOI Letter of Intent
473 Applicable for AL funding or if researcher resides in AL space.
I-9 Work Authorization Form
ISS International Students and Scholars Office

Base - Type	Program Asst. or Academic Dept. Prepares				AL HR Check-in	Additional Requirements/Notes
	AL Req	473	LOI	EPA		
A - Faculty	Orig Hire	Yes	No	No	Yes	see criteria for 473
A - Visiting Scientist	Orig Hire	Yes	No	No	Yes	AL HR prepares official offer, LOI & visa paperwork (if non US citizen). I-9 is done at ISS if non US citizen.
B - Faculty	Orig Hire	Yes	No	No	Yes	see criteria for 473
C - RA, US Citizen	Orig Hire	No	No	No	Yes	
C - RA, Non - US Citizen	Orig Hire	Yes	No	No	Yes	see criteria for 473
D - Post Doc, US Citizen	Orig Hire	No	No	No	Yes	AL HR prepares official offer & LOI.
D - Post Doc, Non - US Citizen	Orig Hire	Yes	No	No	Yes	AL HR prepares official offer, LOI & visa paperwork (if non US citizen). I-9 is done at ISS if non US citizen & brought to AL HR. See criteria for 473.
E - Merit	Orig Hire	N/A	No	No	Yes	
P - P & S, US Citizen	Orig Hire	Yes	No	No	Yes	AL HR prepares official offer & LOI.
P - P & S, Non - US Citizen	Orig Hire	Yes	No	No	Yes	AL HR prepares official offer, LOI & visa paperwork (if non US citizen). I-9 is done at ISS if non US Citizen & delivered to AL HR. See criteria for 473.
XH or XHS- Casual Hourly	XH Hire	Yes	N/A	N/A	Yes	see criteria for 473

RENEWAL/REAPPOINTMENT	Program Asst. or Academic Dept. Prepares					Additional Requirements/Notes
	AL Req	LOI	EPA	Tuition Support Memo	AL HR Check-in	
Base - Type	Chg/Rearrpt	No	No	N/A	No	Two year limitation
A - Visiting Scientist	Chg/Rearrpt	N/A	No	N/A	No	
B - Faculty	Chg/Rearrpt	No	No	Yes	No	
C - RA, US Citizen	Chg/Rearrpt	No	No	Yes	No	
C - RA, Non - US Citizen	Chg/Rearrpt	No	No	N/A	No	Five year limitation
D - Post Doc - US Citizen	Chg/Rearrpt	No	No	N/A	No	Five year limitation, new I-9 prepared for each renewal
D - Post Doc - Non US Citizen	Chg/Rearrpt	No	No	N/A	No	
P - P & S Term, US Citizen	Chg/Rearrpt	No	No	N/A	No	
P - P & S Term, Non - US Citizen	Chg/Rearrpt	No	No	N/A	No	
XH or XHS - Casual Hourly	Chg/Rearrpt	N/A	N/A	N/A	No	

Changes in Funding/Splits	Program Asst. or Academic Dept. Prepares					Additional Requirements/Notes
	AL Req	LOI	EPA	Tuition Support Memo	AL HR Check-in	
Base - Type	Chg Req	N/A	No	N/A	No	
A - Faculty	Chg Req	N/A	No	N/A	No	
A - Visiting Scientist	Chg Req	N/A	No	N/A	No	
B - Faculty	Chg Req	N/A	No	N/A	No	
C - RA, US Citizen	Chg Req	N/A	No	N/A	No	Tuition must follow payroll commitments.
C - RA, Non - US Citizen	Chg Req	N/A	No	N/A	No	Tuition must follow payroll commitments.
D - Post Doc - US Citizen	Chg Req	N/A	No	N/A	No	
D - Post Doc, Non - US Citizen	Chg Req	N/A	No	N/A	No	
E - Merit	Chg Req	N/A	No	N/A	No	
P - P & S, US Citizen	Chg Req	N/A	No	N/A	No	
P - P & S, Non - US Citizen	Chg Req	N/A	No	N/A	No	
XH or XHS - Casual Hourly	Chg Req	N/A	No	N/A	No	