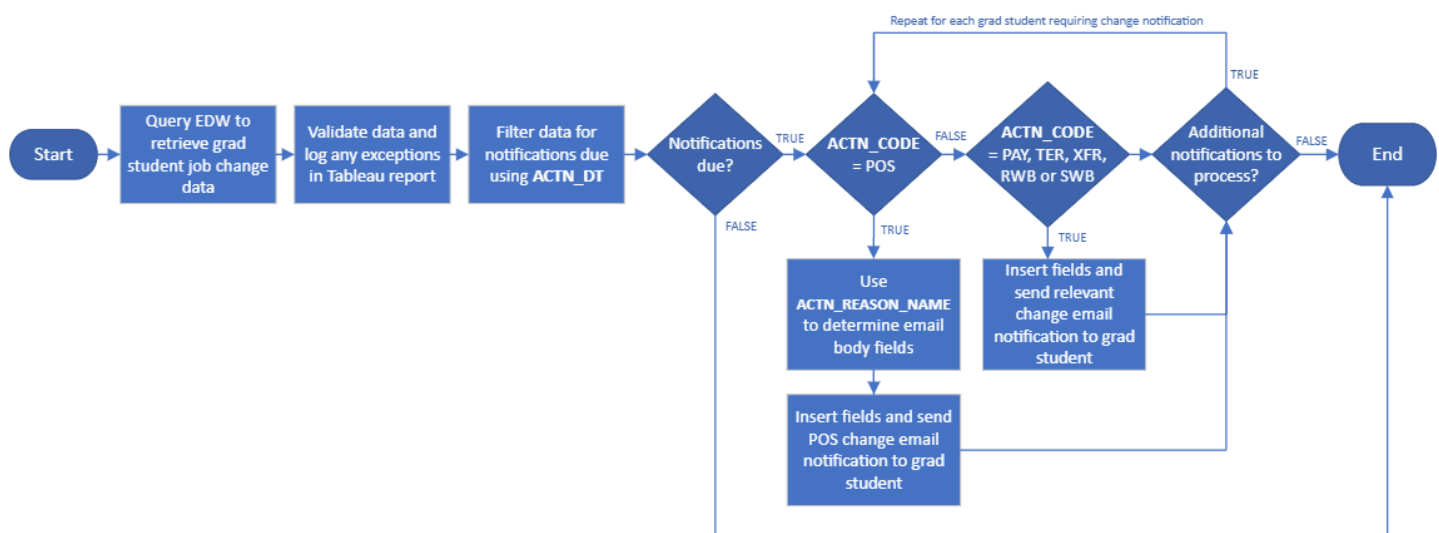


PROCESS OVERVIEW: GRAD STUDENT JOB CHANGE NOTIFICATIONS

This document outlines the automated process for sending email notifications to graduate student employees about job changes, including position, compensation, termination, transfer, and short work break changes. This ensures timely communication of employment updates through scheduled daily automation.

PROCESS MAP

This diagram provides a high-level overview of the automated Grad Student Job Change Notification process. This automation is scheduled to run **daily, Monday-Friday at 3 PM**.



AUTOMATION INPUT

A bot performs a daily query to GT's Enterprise Data Warehouse to retrieve a list of employees and their relative job data that meet the following criteria:

- Employees where job code is connected to graduate students ('909X01', '907X01', '908X01', '905X02', '905X03')
- Employees who have had HR job activity within the past year related to position or pay changes.
- Employees that have an active HR status and meet at least one of the following conditions:
 - ☐ Action code is "PAY" + Action Reason is "IRA" + Change Amount does not equal \$0
 - ☐ Action Code is POS, SWB, RWB, or XFR
- Employees where action code is "TER" and meets at least one of the following conditions:
 - ☐ There is no record of the employee being hired/rehired/transferred at the time the termination record was effective.
 - ☐ The action date does not equal the last job update date

AUTOMATED PROCESS DETAILS

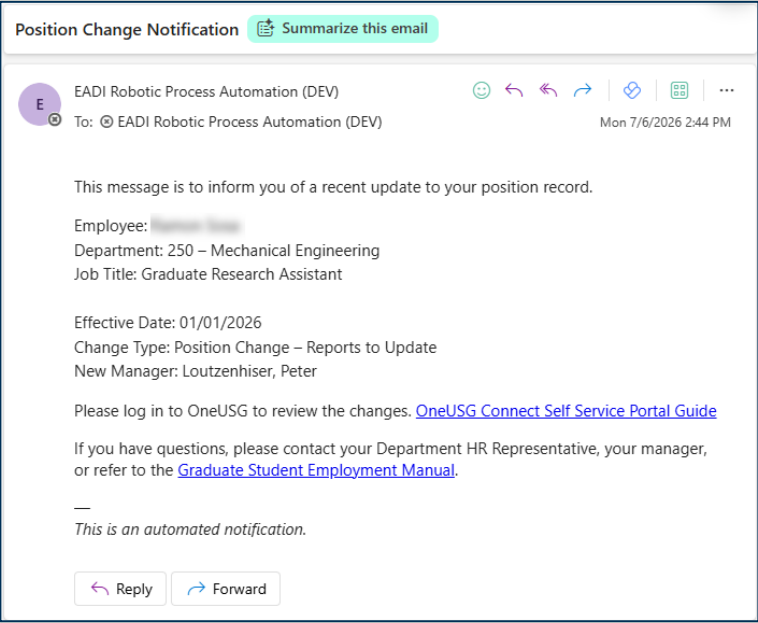
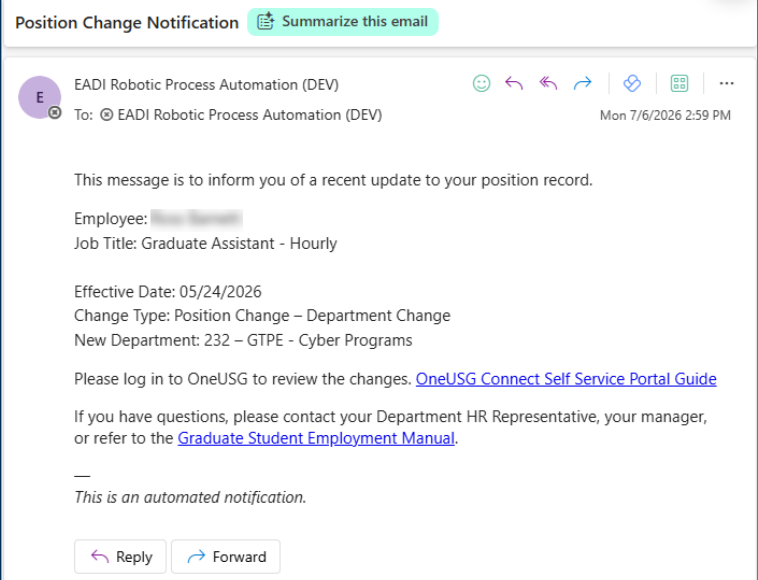
The bot uses the **ACTN_DT** field to determine whether a change notification should be sent. All job change email notifications are sent out using the following details:

From: administrative.services@asc.gatech.edu

To: Graduate Student's *EMAIL*

CC: noreply-gradhiring-repository@grad.gatech.edu; CURR_SUPERVISOR_EMAIL

The following table provides examples of each job change notification generated by the bot.

Change Notification	Example
Position Change – Reports to Update <i>ACTN_CODE</i> = POS <i>ACTN_REASON_NAME</i> = Reports to Update	
Position Change – Department Change <i>ACTN_CODE</i> = POS <i>ACTN_REASON_NAME</i> = Department Change	

Position Change – Position Data Update

- `ACTN_CODE` = POS
- `ACTN_REASON_NAME` = Position Data Update

Position Change Notification Summarize this email

 **EADI Robotic Process Automation (DEV)**
To: EADI Robotic Process Automation (DEV) Fri 7/31/2026 8:17 AM

This message is to inform you of a recent update to your position record.

Employee: [REDACTED]
Department: 491 – School of Industrial Design
Job Title: Graduate Assistant - Hourly
Manager: Li, Wayne Kuen

Effective Date: 07/19/2026
Change Type: Position Change – Position Data Update

Please log in to OneUSG to review the changes. [OneUSG Connect Self Service Portal Guide](#)

If you have questions, please contact your Department HR Representative, your manager, or refer to the [Graduate Student Employment Manual](#).

—
This is an automated notification.

 Reply  Forward

Position Change – Title Change

- `ACTN_CODE` = POS
- `ACTN_REASON_NAME` = Title Change

Position Change Notification Summarize this email

 **EADI Robotic Process Automation (DEV)**
To: EADI Robotic Process Automation (DEV) Mon 7/6/2026 3:07 PM

This message is to inform you of a recent update to your position record.

Employee: [REDACTED]
Department: 364 – School of Interactive Computing

Effective Date: 08/01/2025
Change Type: Position Change – Title Change
New Job Title: Graduate Teaching Assistant

Please log in to OneUSG to review the changes. [OneUSG Connect Self Service Portal Guide](#)

If you have questions, please contact your Department HR Representative, your manager, or refer to the [Graduate Student Employment Manual](#).

—
This is an automated notification.

 Reply  Forward

Position Change – FTE Change

- `ACTN_CODE` = POS
- `ACTN_REASON_NAME` = FTE Change

Position Change Notification Summarize this email

 **Administrative Services Center**
To: EADI Robotic Process Automation (DEV) Fri 7/31/2026 11:06 AM

This message is to inform you of a recent update to your position record.

Employee: [REDACTED]
Department: 210 – Electrical & Computer Engr
Job Title: Graduate Research Assistant

Effective Date: 08/15/2026
Change Type: Position Change – FTE Change
FTE: Full Time Equivalent Changed - 0.35

Please log in to OneUSG to review the changes. [OneUSG Connect Self Service Portal Guide](#)

If you have questions, please contact your Department HR Representative, your manager, or refer to the [Graduate Student Employment Manual](#).

—
This is an automated notification.

 Reply  Forward

Compensation Change

- `ACTN_CODE = PAY`

Compensation Change Notification

Summarize this email

E

EADI Robotic Process Automation (DEV)

To: EADI Robotic Process Automation (DEV)

Mon 7/6/2026 3:29 PM

This message is to inform you of a recent compensation change.

Employee: ██████████
 Department: 250 – Mechanical Engineering
 Job Title: Graduate Research Assistant

Effective Date: 05/15/2026
 Change Type: Pay Rate Change – In Range Adjustment

Compensation Details:
 Pay Frequency: Monthly
 Change Amount: \$641.00
 New Comp Rate: \$3,141.00

Please log in to OneUSG to review the changes. [OneUSG Connect Self Service Portal Guide](#)

If you have questions, please contact your Department HR Representative, your manager, or refer to the [Graduate Student Employment Manual](#).

—
This is an automated notification.

Reply

Forward

Termination Change

- `ACTN_CODE = TER`

Employment End Date Change Notification

Summarize this email

E

EADI Robotic Process Automation (DEV)

To: EADI Robotic Process Automation (DEV)

Mon 7/6/2026 3:52 PM

This message is to inform you of a recent update to your employment end date record.

Employee: ██████████
 Department: 210 – Electrical & Computer Engr
 Job Title: Graduate Research Assistant

Updated Employment End Date: 01/01/2027
 Change Type: Termination – End of Student Employment

Please log in to OneUSG to review the changes. [OneUSG Connect Self Service Portal Guide](#)

If you have questions, please contact your Department HR Representative, your manager, or refer to the [Graduate Student Employment Manual](#).

—
This is an automated notification.

Reply

Forward

Transfer Change

- `ACTN_CODE = XFR`

Transfer Notification

E EADI Robotic Process Automation (DEV)  To: EADI Robotic Process Automation (DEV) Tue 7/7/2026 9:49 AM

This message is to inform you of a recent update to your employment record.

Employee: [REDACTED]
 Department: 492 – School of Architecture
 Job Title: Graduate Teaching Assistant
 Manager: Kastner, Patrick

Effective Date: 08/15/2026
 Change Type: Transfer – Intra-Institutional Transfer

Compensation Details:
 Pay Frequency: Monthly
 Comp Rate: \$1,228.66

Please log in to OneUSG to review the changes. [OneUSG Connect Self Service Portal Guide](#)

If you have questions, please contact your Department HR Representative, your manager, or refer to the [Graduate Student Employment Manual](#).

—
This is an automated notification.

 Reply  Forward

Return From Short Work Break Change

- `ACTN_CODE = RWB`

Return Short Work Break Change Notification

E EADI Robotic Process Automation (DEV)  To: EADI Robotic Process Automation (DEV) Tue 7/7/2026 9:59 AM

This message is to inform you of a recent update to your employment record.

Employee: [REDACTED]
 Department: 492 – School of Architecture
 Job Title: Graduate Teaching Assistant

Effective Date: 08/15/2026
 Change Type: Return From Short Work Break

Please log in to OneUSG to review the changes. [OneUSG Connect Self Service Portal Guide](#)

If you have questions, please contact your Department HR Representative, your manager, or refer to the [Graduate Student Employment Manual](#).

—
This is an automated notification.

 Reply  Forward

Short Work Break Change

- `ACTN_CODE = SWB`

Short Work Break Change Notification

E EADI Robotic Process Automation (DEV)  To: EADI Robotic Process Automation (DEV) Tue 7/7/2026 9:59 AM

This message is to inform you of a recent update to your employment record.

Employee: [REDACTED]
 Department: 500 – Scheller College of Business
 Job Title: Graduate Teaching Assistant

Effective Date: 06/01/2026
 Change Type: Short Work Break

Please log in to OneUSG to review the changes. [OneUSG Connect Self Service Portal Guide](#)

If you have questions, please contact your Department HR Representative, your manager, or refer to the [Graduate Student Employment Manual](#).

—
This is an automated notification.

 Reply  Forward