

GTAs - high level process

1. Register

1. *GTA receives welcome email*
2. *GTA can now log in to KT and edit their profile*

2. Complete Right to Work Check

1. *Profile updated to show that I.D. and Eligibility checks are confirmed*
2. *GTA is now able to accept assignments*

3. Receive offers for assignments

Hiring Manager (HM) creates assignment with job description, workplan and contract and offers to GTA

4. Accept assignment and start work

1. *Confirmation sent to Hiring Manager*
2. *Assignment now live on the GTA profile*

5. Complete Timesheet

1. *Confirmation sent to Hiring Manager (rule can be set by HM)*
2. *Timesheets can be viewed on KT*

6. Paid

1. *Your Payslip can be viewed on KT*
2. *Hiring Manager can access information*