FAQs for GAs

5.01P: This form (on the HR/Graduate Program website) must be completed any time a GA works hours in addition to regularly scheduled hours. Choose the form appropriate for the GA’s classification (AA/TA/RA/GTF).

ADDITIONAL DUTIES: A GA must have worked the current semester and will work the following semester in order to be eligible for additional duties. The ROE for the following semester must be submitted before the additional duties begin so that the 5.01P can be processed. Dates for additional duties are from the first day after finals until the first day of freshman orientation. The hourly pay rate for AAs/TAs must be the same as for the current semester; RAs/GTFs pay rate may differ from the current rate. The pay for these hours will be charged to the department’s budget.

Completed 5.01Ps must be forwarded to the Dean of the Graduate School for his approval before the end of the current semester. AAs/TAs will clock during the break; RAs/GTFs will not clock. AAs/TAs will be paid for additional duties on the regular pay schedule; RAs/GTFs will be paid for additional duties between semesters on the first check of the next semester.

APPLICATION/BACKGROUND CHECK AUTHORIZATION: Must be obtained by the hiring department. Must accompany ROE when forwarded to the Dean of the Graduate School.

CLOCKING: When a student clocks in at a time clock out of their department, they must enter their budget unit number.

COURSE HOURS REQUIRED: Six for fall and spring; three for summer. However, if a student is required to be full time for insurance or financial aid purposes, they must carry nine hours fall and spring and six hours for summer.

DIRECT DEPOSIT CANCELED: If a student owes fees, library fine, etc., the Controller’s Office will cancel direct deposit and hold the check. The Controller’s Office will send an email to the student and the student must pay the fine in order to pick up the check in the Controller’s office.

EXIT FORMS: Must be completed and forwarded to HR by the end of the semester for GAs who are graduating or will not return to a GA position.

FIRST DAY EACH SEMESTER: GAs must report for work the first day of freshman orientation each semester. HR will email departments each semester with the beginning and ending dates.

FORMS: All GA forms are on the HR website—choose Graduate Program, choose forms.
HOLIDAYS: Holidays are not scheduled work days and time missed on holidays will not be made up. Those GAs receiving bi-weekly pay will have a reduction in pay for the pay period including a holiday; those receiving monthly pay will not have a reduction in pay.

LAST DAY FOR A SEMESTER: The last day is usually the last day of finals. HR will email departments each semester with the beginning and ending dates.

MAKE UP TIME: When making up missed scheduled time, the department does not need to complete a 5.01P. Make-up hours must be completed by the last working day of the semester. Payment for make-up hours will be on the next scheduled pay date.

ORIENTATION: The department must advise new GAs of the mandatory orientation, usually the first working day of the semester and advise GAs that they must bring the original and a copy of their driver’s license and Social Security card and a voided check for direct deposit. International students must also bring the original and a copy of their passport (all pages with a notation), visa, I-94, and I-20.

PAY: Minimum - $2,700 for fall and spring ($8.44 per hour for AAs/TAs; $540 per month for RAs/GTFs); $1,350 for summer ($8.44 per hour for AAs/TAs; $675 per month for RAs/GTFs). With the Dean of the Graduate School’s approval, departments can increase the minimum pay.

PAY DATES: Refer to the online Payroll calendar.

ROEs: ROEs should be sent to the Dean of the Graduate School, who will approve them and forward them to HR. For new GAs the department must attach an application and background check authorization to the ROE.

SOCIAL SECURITY CARD: Employees names will appear in PeopleSoft exactly as they appear on the SS card. If a student has married or divorced, she must apply for and present to HR a new card in order to change the name.

International students cannot apply for a SS card until they have been in the United States for ten days—Josie Mercante will help them apply for the card. They will be paid as regularly scheduled.

STUDENT WORKERS: GAs may not work as student workers during the break. (This is a payroll issue since there would be overlapping pay dates and the student cannot be paid for GA work until after the SW payroll.)

WORK PERMIT: International GAs must obtain from Josie Mercante and present to HR a work permit before beginning work.