## GRADUATE STUDENT POSITION INFORMATION GUIDE

<table>
<thead>
<tr>
<th>Pay Frequency</th>
<th>Pay Type</th>
<th>Title</th>
<th>Max Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-monthly</td>
<td>Hourly</td>
<td>Graduate Assistant (GA)</td>
<td>20</td>
</tr>
<tr>
<td>Monthly</td>
<td>Salary</td>
<td>Graduate Research Assistant (GRA)</td>
<td>20</td>
</tr>
<tr>
<td>Monthly</td>
<td>Salary</td>
<td>Teaching Assistant (TA)</td>
<td>20</td>
</tr>
<tr>
<td>Monthly</td>
<td>Salary</td>
<td>Assistant Instructors (AI)</td>
<td>40</td>
</tr>
</tbody>
</table>

Reference HOP 2.02 Faculty Appointments and Titles and HOP 4.09 Student Employees

### Benefits Eligible Employee
- An employee who is required to work at least 20 hours per week or appointed to at least 50% of a full time appointment, in a position that is expected to last at least four and one half months (135 calendar days or longer)

### Non-Benefits Eligible Employee
1. An employee who is required to work less than 20 hours per week or appointed less than 50% of a full time appointment, in a position that is less than four and one half months (less than 134 calendar days).
2. Or an employee who is required to work 20 hours or more per week for less than four and one half months.

### Recommendations for Hiring:
Graduate student employees must have completed the hiring process before they are allowed to work which includes Criminal Background Check (CBC), Form I-9, W-4 and etc.

1. Hire a 19 hr GA from 8/15 to 5/15 at $15/hr
   - Non-benefits eligible employee
   - Semi-monthly payroll (hourly)
   - Paid based on hours worked & submitted no later than the payroll deadlines
   - Department funds will be utilized over 2 fiscal years
   - No In-State tuition
   - No holiday pay

2. Hire a 19 hr GRA/TA/AI from 8/15 to 5/15** at $36,000 annualized
   - Non-benefits eligible employee
   - Monthly payroll (salary)
   - Paid based on annualized salary minus deductions. For example, if the graduate student employee does not work the full calendar month, the system will calculate the actual number of workdays. Refer to chart below.
HR’s recommendation to departments is to reword offer letters to include “Salary based on actual hours worked minus any deductions.”

- Department funds will be utilized over 2 fiscal years
- No In-State tuition
- No Holiday pay. Payroll office provides timekeepers’ with a handout regarding holiday pay. The UTShare/PeopleSoft system is configured to comply with these state regulations. Salaried exempt student employees must work their full hours for the week in order to be paid for those hours. If they do not work at all, hours not already coded in the system must be entered into PeopleSoft using the Time Reporting Code (TRC) of Unpaid Salary in order to avoid overpayments.

3. Hire a 20 hr GRA/TA/Al from 8/15 to 5/15** at $36,000 annualized

- Benefits eligible employee. Attend Day O.N.E.
- Monthly payroll (salary)
- Paid based on annualized salary minus deductions. HR’s recommendation to departments is to reword offer letters to include “Salary based on actual hours worked minus any deductions.”
- Department funds will be utilized over 2 fiscal years
- In-State tuition
- No Holiday pay. Payroll office provides timekeepers’ with a handout regarding holiday pay. The UTShare/PeopleSoft system is configured to comply with these state regulations. Salaried exempt student employees must work their full hours for the week in order to be paid for those hours. If they do not work at all, hours not already coded in the system must be entered into PeopleSoft using the Time Reporting Code (TRC) of Unpaid Salary in order to avoid overpayments.

**How to calculate salary if not hired for the full calendar month?

- The system will pay on the number of days worked times (x) the daily rate. Daily rate is calculated by monthly rate divided by # of workdays. There are 29 workdays in August. $1500/29 = 51.72
- AUG 15, 2017: 13 work days x 51.72 (daily rate) = $672

- The system will pay them the number of days worked x their daily rate. Daily rate is calculated by monthly rate divided by # of workdays. There are 22 workdays in May. $1500/22 = 68.18
- MAY 15, 2018: 11 work days x 68.18 (daily rate) = $749.98
Medical Benefits:

Visit [http://www.utsa.edu/payroll/fringe_benefit.cfm](http://www.utsa.edu/payroll/fringe_benefit.cfm) and reference line 6 “premium sharing rates for FTE 0.5 to 0.749.” For planning purposes, assume the benefits eligible graduate student will elect employee and family, the department would be responsible for $557.09 based on rates as of September 1, 2017 (rates are subject to change).

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Most graduate students will not elect the employee group insurance medical plan due to the out of pocket monthly premiums. However, if they elect other medical insurance like the student health plan, then they are eligible for ½ premium sharing to cover dental, vision and accidental death & dismemberment insurance up to $149.54 (rates are subject to change).

For other fringe benefits, please reference [http://www.utsa.edu/payroll/fringe_benefit.cfm](http://www.utsa.edu/payroll/fringe_benefit.cfm)

Minimum Enrollment Policy:

Students must be enrolled for a minimum of six hours in the Fall/Spring semesters and one hour in the Summer semester.

Failure to comply with this policy at any time during the semester will terminate the student’s title as a student employee. If the assistantship is terminated, the hiring department has the option of converting the appointment to a non-student classification for the remainder of that semester only. Departments will need to contact Human Resources for more information.

Hiring departments must verify students meet the minimum enrollment policy each semester employed.

Helpful Reminder:

Department must submit Termination document when student employee is no longer active, otherwise, the student employee will continue to receive a paycheck.

Disclaimer:

This guide is a quick reference for student positions and may not include all scenarios. For questions regarding appointments, please email dayone@utsa.edu. For questions regarding timesheets, please email payroll@utsa.edu. For questions regarding benefits, please email benefits@utsa.edu.