MEMORANDUM

Date: May 11, 2018
To: Deans, Associate Deans, Chairs and Graduate Program Administrators
From: Dr. DeBrenna Agbényiga
Vice Provost and Dean of the Graduate School
Re: Graduate Student Appointments

The purpose of the memorandum is to provide an update regarding graduate student appointments. Graduate students refer to those assigned to Graduate Research Assistants (GRA), Teaching Assistants (TA), Assistant Instructors (AI) and Graduate Assistants (GA) titles.

Currently, graduate student titles are appointed semester-by-semester.
- Fall = September 1 through January 15
- Spring = January 16 through May 31
- Summer = June 1 through August 31

Before PeopleSoft, HRMS/DEFINE was configured to only allow semester-by-semester appointments. Now with PeopleSoft, the system will accommodate hiring graduate students for the entire academic year. Some departments have expressed concern about the dates used to hire graduate students. Departments had also requested that we use the actual start date of classes every semester. Systematically we can do this. Allowing departments to hire their graduate students as of the first day of classes has the following advantages:

- Less paperwork will be required. Departments will be able to submit one form to hire the employee initially, instead of a hire form each semester.
- Departments will be able to assign the graduate students at their correct allocation/rates.

I have meet with Fiscal Services and Human Resources to discuss recommendations for changing the appointments of graduate students. The following is the recommendation that will be implemented for appointments beginning Fall 2018 semester.
1. Departments will be able to assign the graduate students from the beginning of the fall term through the end of the spring (9 month) or summer term (12 month). HR has provided a guide for graduate student positions. A copy of the guide is attached. Additional information regarding graduate student positions is available at the Graduate School website at: http://graduateschool.utsa.edu/tuition-funding/category/assistantships1/ You may also find the following forms online at: http://graduateschool.utsa.edu/faculty-staff/assistantships-forms-new/
   - Graduate Student Position Information Guide
   - Assistantship Flow Chart
   - Application
   - Acknowledgement
   - Agreement
   - Non-Resident Tuition Waiver Request
   - Petition (Waiver of Course Hours & Probation)

2. Although not recommended, departments are still able to assign their students semester-by-semester. Departments will still need to assign graduate students according to actual class dates (i.e., the start of class through the end of term). The graduate students will still be eligible to receive in-state tuition.

Please share this information with the appropriate individuals in your College to ensure that students are appointed appropriately at the start of the 2018-2019 academic year.
## GRADUATE STUDENT POSITION INFORMATION GUIDE

### Student Positions

<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
   - 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.

**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.