

The Graduate School's Timely Topics Series

Graduate Assistant Payroll

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Graduate Assistants

- Fall offers and late arrivals
- Eligibility to be a GA
- Stipend levels – how to determine GA levels
- Mid-semester increases
- Mid-semester separations
- TA English proficiency
- Overrides
- Supplemental Employment

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<https://grad.uconn.edu/staff/assistantship-information/>

Fall Offers and Late Arrivals

- **Fall Offers**

- June 15th deadline
 - Extenuating circumstances
- 4/27 email, “Advice on Fall GA Offers”
- All letters issued after 4/6 should have the contingency arrival language
- Remote work guidance to come

- **Late Arrivals**

- Anticipating an increase in requests for a late academic arrival
 - Academic policy is in the [Grad Catalog](#)
 - GA offer letter language
 - Two forms – one in Slate for incoming students, another for current students
 - Review for GAs will be a case-by-case basis
- Forms will now be available mid-July to align with University guidance on Fall

Eligibility & Stipend Levels

- **GA eligibility requirements**
 - Matriculated grad, regular status, 3.0 GPA, full-time registration
 - Registration deadline for GAs is the start date of the appointment
 - Full list of criteria can be found in The Graduate Catalog
- **GA stipend levels**
 - Level 1 (B) - Master's degree students; doctoral students without a master's or master's equivalency
 - Level 2 (M) - 30 credits or previous master's degree, must be in a doctoral program
 - Level 3 (PhD) - General Exam milestone

Stipend Level 2

- **GA Stipend Level 2 (M)**
 - Must be in a doctoral program.
 - 30 credits – effective Fall 2020, GRAD research credits will count
OR
 - Master’s degree from another institution
- **Master’s degrees from other institutions:**
 - Grad Admissions must have received an official, **final** transcript for the Master’s degree before the student can be paid at Level 2
 - Issue offer letter for Level 1 or use provided contingency language:

“Compensation at the Level 2 stipend rate of [state the numerical amount] is conditional upon the submission of the final transcript which reflects the successful completion of the Master’s Degree program to the University of Connecticut Graduate Admissions team (gradadmissions@uconn.edu). Until such time, compensation will be at the Level 1 stipend rate of [state the numerical amount].”

Stipend Level 3

- **GA Stipend Level 3 (Ph.D.)**
 - General Exam milestone
- **Effective Date of Increase**
 - Consistent approach is key
 - Eligibility for retroactive pay if submitted within 30 days
 - Increase mid-semester or next appointment start date
- **Monthly Report**
 - A list of GAs who recently passed their exam is sent out at the beginning of each month
 - Includes effective dates

Hiring TAs Without English Proficiency

- Admission requirement vs TA requirement
- Anyone whose native language is not English must provide proof of proficiency
- Check Test Results, Student Groups, or refer to GA Hire Level report
 - DuoLingo does not break out scores into areas, so these TAs will need to request a waiver interview with the ITA Office. Waiver interviews take place every month; reach out to ana.s.colon@uconn.edu to set up an interview.
 - Next [microteaching test](#) is in August
- [International Graduate Student Admissions and International TA Hiring Guide](#) available on TGS's GA page for Faculty/Staff (grad.uconn.edu > Information For > Staff > Graduate Assistantships)
- Input as Teaching and request override. Must provide confirmation that the GA will not have instructional contact with students.

Overrides, GA Hire Level Report

- **Blocks:**
 - Provisional – will **not** be overridden
 - Classroom English proficiency
- **“GA Hire Eligibility and Stipend Level Report”**
 - Shows the level they will auto-populate as in Core-CT
 - Shows blocks on their payroll transaction
 - Report includes all matriculated grads

ID	Name	Email	Apprvl Flg	Pay Code	Degree	Student Group
1234567	Christina Rossetti	first.last@uconn.edu	C		1 MSW	
1234567	Emily Dickinson	first.last@uconn.edu	Y		1 MA	
1234567	Gwendolyn Brooks	first.last@uconn.edu	Y		1 MA	
1234567	Gwendolyn Brooks	first.last@uconn.edu	Y		1 PhD	
1234567	John Donne	first.last@uconn.edu	P		2 PhD	GPGR
1234567	Ralph Emerson	first.last@uconn.edu	Y		1 MS	
1234567	Ralph Emerson	first.last@uconn.edu	Y		3 PhD	
1234567	Sergio Armendariz	first.last@uconn.edu	P		1 PhD	GPGR
1234567	Wang Wei	first.last@uconn.edu	Y		2 PhD	
1234567	William Carlos Williams	first.last@uconn.edu	C		2 PhD	

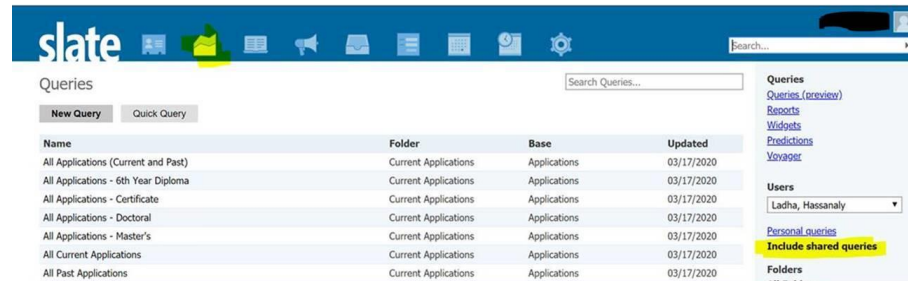
Checking Matriculation Status in Slate

Users can find specific information about applicants in the back end of Slate by using queries we have set up (make sure to select “include shared queries”).

- [https://connect.grad.uconn.edu/manage/Queries for Past and Current Applications](https://connect.grad.uconn.edu/manage/Queries%20for%20Past%20and%20Current%20Applications) – describes all queries

Most popular queries:

- **Offer of Admission Released and Received** - Current applications with an admissions decision which has been received by the applicant. ***These are the applicants to whom you may communicate confidently about their admission to your program.***
- **Offer of Admission Replied** - The applicant has replied to their offer of admission on a current application, either Yes or No.
- **Official Matriculation in Process of Complete** - Applications for which the Graduate School is reviewing to matriculate or for which they have released an official matriculation decision. (If applications are in the Matriculation Audit bin, we are waiting for transcripts. If applications are in the Matriculation bin, we will be sending them a matriculation letter in Slate and matriculating them in PS shortly. If applications are in the Closed bin, The Graduate School has already sent the applicant the matriculation letter in Slate and matriculated them in PS.)



The screenshot shows the Slate application management interface. At the top, there is a navigation bar with the 'slate' logo and various icons. Below the navigation bar, there is a 'Queries' section with a search bar and two tabs: 'New Query' and 'Quick Query'. The main content area displays a table of queries with columns for Name, Folder, Base, and Updated. The table lists several queries, including 'All Applications (Current and Past)', 'All Applications - 6th Year Diploma', 'All Applications - Certificate', 'All Applications - Doctoral', 'All Applications - Master's', 'All Current Applications', and 'All Past Applications'. On the right side of the interface, there is a sidebar with a 'Users' dropdown menu and a section for 'Personal queries' with a highlighted 'Include shared queries' option.

Name	Folder	Base	Updated
All Applications (Current and Past)	Current Applications	Applications	03/17/2020
All Applications - 6th Year Diploma	Current Applications	Applications	03/17/2020
All Applications - Certificate	Current Applications	Applications	03/17/2020
All Applications - Doctoral	Current Applications	Applications	03/17/2020
All Applications - Master's	Current Applications	Applications	03/17/2020
All Current Applications	Current Applications	Applications	03/17/2020
All Past Applications	Current Applications	Applications	03/17/2020

Still Can't Find a Record in SmartHR?

- **Deferred students cannot be placed on payroll yet**
 - Breadcrumbs to see if they are deferred on the Program/Plan panel in Student Admin (see picture)
 - Will get term activated during the Fall semester for Spring 2021 so that they can be added to payroll in November
- **Reach out to TGS for assistance**

The screenshot shows the SmartHR interface for a Student Program/Plan record. The breadcrumb trail is: Favorites > Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan. The record is for a Graduate student with the status 'Active in Program'. The effective date is 05/20/2020, and the program action is 'DEFER' (Defer Enrollment). The action reason is 'GSRQ' (Grad: Stdnt Req new admit term). The academic institution is 'UCONN' (University of Connecticut), and the academic program is 'GRAD' (Graduate School). The admit term is '1213' (Spring2021), and the requirement term is also '1213' (Spring2021). The expected graduation term is '1288' (Fall 2028). The last updated on date is 05/20/2020 at 10:28:25AM. The effective sequence is 1, and the action date is 05/20/2020. The joint program appr is 0. The admissions section shows 'From Application' is unchecked, with application number 0 and application program number 0. The campus is 'STORR' (Storrs), and the academic load is 'Full-Time'.

Academic Career: Graduate Career Requirement Term Student Career Nbr: 0

Status: Active in Program

*Effective Date: 05/20/2020

*Program Action: DEFER Defer Enrollment

Action Reason: GSRQ Grad: Stdnt Req new admit term

*Academic Institution: UCONN University of Connecticut

*Academic Program: GRAD Graduate School

*Admit Term: 1213 Spring2021

Requirement Term: 1213 Spring2021

Expected Grad Term: 1288 Fall 2028

Last Updated On: 05/20/2020 10:28:25AM

Effective Sequence: 1

Action Date: 05/20/2020

Joint Prog Appr: 0

Admissions

From Application

Application Nbr: 0

Application Program Nbr: 0

*Campus: STORR Storrs

*Academic Load: Full-Time

Dual and Supplemental Employment

- Dual employment form is needed if the employee will be employed on more than one UConn payroll or at more than one state agency
 - Who initiates the form
- Refers to employing a GA above 20 hours/week or on another UConn payroll while classes are in session
 - Employment external to the university requires written confirmation from major advisor, per The Graduate Catalog. No Supplemental Employment Request needed.
 - International students are restricted to 20 hours per week while classes are in session.
- Requires major advisor approval. Form is an online workflow.
- GA Overload
 - For GA work (either teaching or research)
 - Paid via Special Payroll and needs dual employment form
- Student Labor
 - For non-GA work (e.g., administrative work) and needs dual employment form

Mid-Semester Separations

- **Defending during Fall and Spring does not consequently terminate GA**
- **Alternate Completion Date Request**
 - A GA who completes all degree requirements and wishes to terminate GA early must complete this form
 - This process aligns the completion date and GA termination and notifies all relevant parties
 - [Link to form](#)
- **Separating without Completing**
 - A GA who is terminated without completing their degree within seven calendar days will be liable for pro-rated tuition
- **Academic Leave of Absence**
 - Academic leave (not GA leave) is a temporary suspension of student status. A student cannot hold a GA on academic leave.
 - As part of the VSN process, the department payroll processor is notified what effective date to use on the payroll separation transaction.

Processing Overview

- GA Tuition Waivers
- GA Payroll Audit
- Delayed Processing Consequences
- I-9 Forms
- MISC Info
- Questions and Answers

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Computer-Generated Components Needed for a Successful Graduate Assistant (GA) Tuition Waiver

- If at any time any of these components are not in sync, the tuition waiver will “fall off” the fee bill and the tuition charge will show as an amount due by the GA.
 - 1) An active graduate student record in Student Administration System (SA - PeopleSoft)
 - 2) A valid graduate assistant payroll authorization entered into Core-CT SmartHR for a minimum of one semester.
 - 3) Social Security Number (SSN) match in SA (PeopleSoft) and Core-CT (Payroll)
 - 4) Full-time registration of six (6) or more graduate-level course work credits.

Caution regarding SS numbers:

- PeopleSoft does not require incoming graduate assistants to enter their Social Security number. This is an optional field.
- If a payroll record is initiated with a ‘dummy’ number, Payroll can still pay the individual and the tuition waiver will be show on the fee bill as long as CoreCT and SA numbers match. When the GA updates one of the systems with their valid SSN they must also update the other system.
- Once the payroll record has been established there isn’t an automatic update of SSNs.

GA Payroll Audit

Compare offer letter against SmartHR Hire/Continuation transaction:

* Download a new offer letter each semester/academic year from HR website: <https://hr.uconn.edu/offer-letters>

Name: Full legal name.

Pay level: PeopleSoft SA feeds pay rate information to SmartHR.

If level 2 rate is expected, but not yet applied to the SmartHR transaction, use the following language in the offer letter:

“Compensation at the Level 2 stipend rate of [state the numerical amount] is conditional upon the submission of the final transcript which reflects the successful completion of the Master’s Degree program to the University of Connecticut Graduate Admissions team (gradadmissions@uconn.edu). Until such time, compensation will be at the Level 1 stipend rate of [state the numerical amount].”

Stipend Charts are posted on Payroll Website through the end of the GEU-UAW contract period 2021-2022.

Hours: FTE Full-time =20hrs 100%/ Part-Time Minimum of 10 hours 50% or any amount of time less than 100%.

Semester Dates: Full Academic Year 08/23/2020-05/22/2021 Fall only 8/23/2020-01/06/2021; Spring continuation 01/07/2021-05/22/2021; Spring new hire 01/06/2021-5/22/2021.

Employment Code: UT- Teaching assistant, UR Research assistant, US both Teach and Research.

Signatures: If Graduate Assistants have access to fax machines or scanners, we strongly recommend they use those methods to return their signed offer letters. However, given the extenuating circumstances created by the pandemic, offer letters with a “font signature” will be accepted if accompanied by an email confirmation from the Graduate Assistant. When the University returns to normal operations, offer letters with “wet signatures” must be obtained and forwarded to the Payroll office.

DELAYED PROCESSING of Graduate Assistant Payroll Authorizations

- Tuition waiver will not be added to GA's account:
 - Possibly causing Late Fees.
- Deferment for fee bill- GA cannot apply for a payroll deduction:
 - The Bursar's Office has strict guidelines and dates for applying for payroll deduction fee bill deferments.
- Separation Transaction will be automatically processed for any GA not continued:
 - Medical benefits will end effective 8/31/2020 if continuation not processed.
- Monetary compensation: Late payment to graduate assistant.
- Violation of Labor Laws: If GA is working without compensation.
- Potential grievance proceedings filed with the GEU-UAW.

Employment Eligibility Verification Form I-9

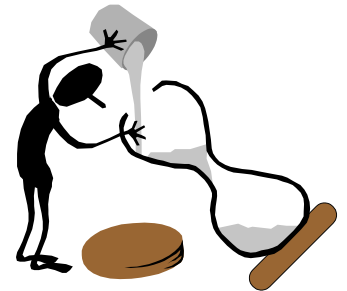
- **Form I-9s are required for:**
 - Newly hired graduate assistants never employed by UConn.
 - Rehired graduate assistants following a break in service.
 - <https://www.uscis.gov/forms>

Instructions for new hires while working remotely:

- The employee is required to complete and sign page 1 of Form I-9 by their date of hire. This can be done remotely.
- The employee must present their documents within 3 days of hire, but can do so via email/fax/video conference/etc. The department should complete page 2 based off the copies and include this comment in the “Additional Information” section on page 2, “**Due to COVID-19, copies of documents were examined on <date>**”
- Once normal operations resume, the employee has 3 days to present their original documents in person to the hiring department. The department must then include another comment in the “Additional Information” section on page 2, stating “**Original documents physically examined on <date>**”. Remember, you MUST examine the new employee’s original documents in person within 3 days after we resume normal, on-site operations.

MISC Information

- Grad Payroll ListServ: GAPROC-L – Sign up to receive GA specific information.
- Stipend Changes: SmartHR transaction can be retroactive to the start of the semester.
- SDD Forms: Required by GEU-UAW, but are not required to complete SmartHR.
- Medical/Dental Benefits for Graduates continue through 8/31/2020, continuing GAs will have uninterrupted coverage. New hires will be covered as of 9/1/2020.
- Non-Academic Hire: Academic-home to process SmartHR.
- Foreign mailing address in SmartHR: Must be updated to hiring department's address if no local address is available at the time of SmartHR submission.
- Grad Processing Deadline is 7/17/2020.
- Templates to start the Fall semester:
 - UC_TBH_DC_GRAD_DAT - Renewals
 - UC_TBH_GA or UC_TBH_GI (Professional Internships)



Questions?

