MEMORANDUM

To: HR Managers with 9-month Graduate Assistants  
From: Ami Hood, Payroll Director  
Date: March 31, 2014

TOPIC:  
Paying 9-month Graduate Assistants (GAs) over the summer without changing them to 12-month Graduate Assistants

BACKGROUND:  
Prior to Summer 2014, 9MA GAs remained active during the summer, but pay was suspended from 5/17-8/14.
- To be paid over the summer, 9MA GAs were changed to 12A status and pay was automatically generated during the summer months
  - At the end of the summer, they were returned to a 9MA status
  - In Summer 2014, if changed to 12 month, they would become 12L and would have to skip a pay period due to the difference in the way we pay 9 vs 12 month employees
    - Last 9MA payday = 5/15/14
    - First 12L payday = 6/13/14

NEW PROCESS:  
- Leave 9MA GAs in the 9MA status during the summer
- Pay will automatically be suspended from 5/17-8/14
- If a 9MA GA will be working over the summer, pay via on-line special pay
- This is the same process we use for 9MA Faculty
- Payroll will create a new Earnings Code SGA = Summer Graduate Assistant to be used on the on-line special pay and recurring pay. A communication will be sent when this new earnings code is available for use.
- A 9MA GA being paid over the summer will NOT have to go without pay on 5/30/14 due to the efforts outlined in this documentation
- There is NO change in processing if a 9MA GA will be an hourly graduate student worker in the summer. They must still be changed to the 12H pay group effective 5/17/14 and changed back to the 9MA status effective 8/15/14. Please be aware of the lag to pay and communicate this to the student worker going from 9MA to 12H:
  - End of Spring: Last 9MA payday = 5/15/14 and First 12H payday = 6/13/14
  - End of Summer: Last 12H payday = 8/29/14 for work performed through 8/14/14 and First Fall 9MA payday = 8/29/14

JOB DATA ENTRIES MAY BE REQUIRED:  
The Graduate School must know the Standard Hours of GAs if they will be active and paid over the summer. They monitor total standard hours so a GA is not purposely hired to exceed 28 hours/week. Work hour limitations still apply per student worker policies.

The Graduate School also needs the Job Code/Title updated if it will change for the summer.
• If the 9MA GA will have different Standard Hours or a different Job Code/Title over the summer, process a change in Job Data.
  o Use the Effective Date of 5/17/2014 for Job Data changes that impact Summer I or all summer.
  o Use the Effective Date of 7/1/2014 for Job Data changes that impact Summer II.
  o Use the Effective Date of 8/15/2014 for Job Data changes that impact Fall 2014.
• Department/Budget Center personnel must input changes, if applicable, to Standard Hours and Job Code/Title at both the beginning and the end of the summer.
• Anything NOT changed in Job Data will be applicable when the 9MA GA returns to work in the Fall

Any summer changes to Job Data MUST be reviewed and possibly changed back for Fall 2014, using the effective date of 8/15/2014.

ACA COMPLIANCE:
To ensure ACA compliance, any GA in an active status is required to input for each week: CUMULATIVE PAID SERVICE HOURS WORKED or check the box to certify they did not work.
  • If a 9MA GA works during the summer, they would still have the ability to input time in the time capture system. Entries in the time capture system are not tied to payroll.
  • Future weeks will be added to the time capture system for 9MA GAs to indicate, in advance, weeks during the summer they will not work.

If you have any questions regarding this change in processing, please contact Ask-HR.