MEMORANDUM

To: HR Managers with Graduate Assistants  
From: Ami Hood, Payroll Director  
Date: March 27, 2015

TOPIC 1:  
Paying 9-month Graduate Assistants (GAs) over the summer without changing them to 12-month Graduate Assistants

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
- Use the Earnings Code SGA = Summer Graduate Assistant on the on-line special pay and recurring pay
- A 9MA GA being paid over the summer will NOT have to go without pay on 5/29/15 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 5/17/15 and changed back to the 9MA status effective 8/15/15. 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 = 5/15/15 and First 12H payday = 6/15/15
  - End of Summer: Last 12H payday = 8/31/15 for work performed through 8/14/15 and First Fall 9MA payday = 8/31/15

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 hired to exceed 28 hours/week. Work hour limitations still apply per student worker policies.

- If the 9MA GA will have different Standard Hours or a different Job Code/Title over the summer, process a change in Job Data.
  - Use the Effective Date of 5/17/2015 for Job Data changes that impact Summer I or all summer.
  - Use the Effective Date of 7/1/2015 for Job Data changes that impact Summer II.
  - Use the Effective Date of 8/15/2015 for Job Data changes that impact Fall 2015.
- 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 2015, using the effective date of 8/15/2015.

TOPIC 2: ** New Information **
Graduate Assistants in 12 month pay status can be put on break during the summer.

12 month Graduate Assistant who will not be working either Summer I, Summer II or the Long Summer, but are planning to return to work in the Fall, can be put on student break based on summer sessions. The break must
encompass an entire summer session, whether that is Summer I, Summer II or Long Summer. The break cannot start/stop during the middle of a session.

**UPDATED PROCESS:**
No action is needed if a 12 month Graduate Assistant is working all summer and is enrolled in classes.

If a 12 month Graduate Assistant is not working Long Summer:
- Put on break effective 5/12/15. Return from break effective 8/17/15.

If a 12 month Graduate Assistant is not working Summer I only:

If a 12 month Graduate Assistant is not working Summer II only:

**Placing Student on Break Action/Action Reason:** Start Student Break / Start Student Break

**Returning Student from Break Action/Action Reason:** Return from Student Break / Return from Student Break

Also, to coincide with the entry in PeopleSoft HR, you must notify the Graduate School (via the on-line Assistantship/Fellowship Report GS61 system) of graduate student status by summer session. If a GA is on break in PeopleSoft, the GS61 must also reflect the break.

**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.

If you have any questions regarding this change in processing, please contact [Ask-HR](mailto:Ask-HR).