Graduate Assistantships

grad.ncsu.edu/faculty-and-staff/student-funding/

What are they?

- Graduate assistantships are intended to be training positions that supplement classroom training. Work should be associated with their academic work.

- Paid Bi-weekly

  - *International students must have SSN and Tax Assessment*

- Do not track hours worked

Who Qualifies?

- Fully admitted
- Enrolled full-time
- Good academic standing
- +3.0 GPA

Job Codes

- Graduate Research Assistants (A148)
- Graduate Teaching Assistants (A138)
- Graduate Teach & Res Assists (A178)
- Graduate Services Assistants (A198)

Appropriate Dates

Teaching Assistants

- Can only work during the academic year.
  - 8/16/XX-12/31/XX
  - 1/1/XX-5/15/XX
  - Or a combination
- International students may receive payment after graduating, but must stop working.

All other Assistantships

- Allowed throughout the year.
- We encourage all assistantships to use semester dates, however, alternative dates are allowed.
- May be started the summer prior to first semester.

Hours / FTE

- Graduate Students may work up to 29 hours (.725 FTE) combined with all other appointments.

  – While enrolled in a class, international students on F-1 a visa are restricted 20 hours (.5 FTE) combined with all other appointments.

- Can a student work over 29 hours (.725 FTE)?

  – Yes, with Dean/VC approval in NextGen.

  – Students working more than 29 hours will lose exemption of FICA tax.

Pay Rates

- Hourly Minimum: $7.25 an hour
- Hourly Maximum: $34.00 an hour

- HR System requires an annualized rate
  - Use the biweekly calculator!
- Can you pay higher than $34.00 an hour?
  - A justification from the DGP must be submitted for approval.

Queries

- There are several queries that may be helpful in monitoring your graduate appointments HR-wise (queries are found in HR > Reporting Tools > Query Manager – Reporting):
  - GRAD_ACTIVE_ASSIGNMENTS (pulls all currently active grad assignments)
  - GRAD_ACTIVE_BASIC_DISTR (same as above but with distribution)
  - GRAD_AUTO_TERM_DATE (pulls assignments that have *already* auto-termed)

Stay Connected

HR Connections

"Grad Dept & College Reps" Google Group

https://grad.ncsu.edu/faculty-and-staff/student-funding/

NextGen Graduate Appointment System

go.ncsu.edu/nextgen

What is NextGen

- NextGen is a tool used to garner approvals for graduate assistantship hires.
  - Facilitates both HR and Financial approvals
  - Creates the Terms and Condition (T&C) letter
    - Records student and supervisor approval of letter.
  - Facilitates the work hour exception form require by the Benefits Office
  - Has policies and rules coded to prevent errors and mistakes

go.ncsu.edu/nextgen

Types of NextGen Actions

- New Grad Appointment
- Rehire (or Rapid Rehire)
- Modification
- Separation

➢ Graduate Worklist

SAR Access

- NextGen Grad Initiator Access
- NextGen Grad HR Dept Rep
- NextGen Grad Dean Access
- NextGen Grad Dept Funding
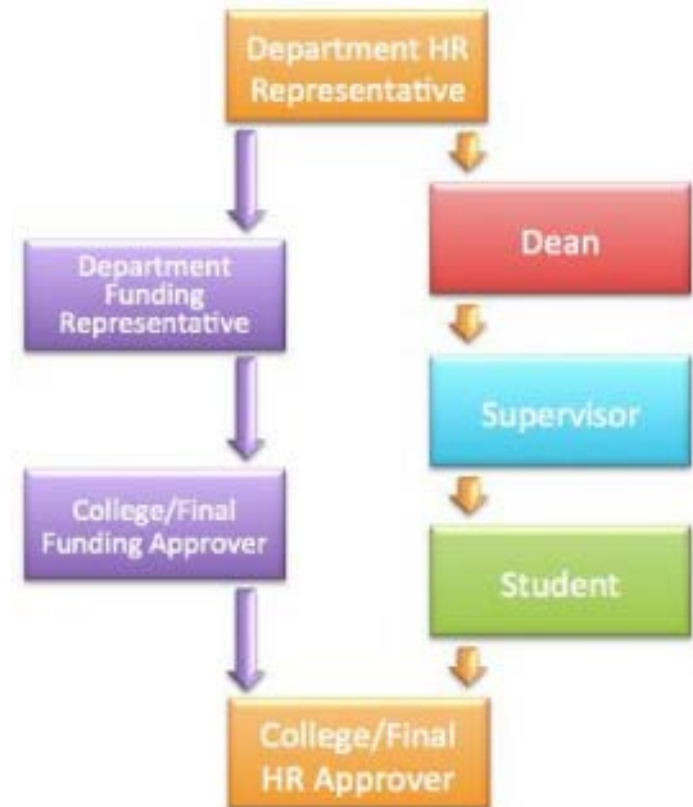- NextGen Grad College Funding
- NextGen Grad Final HR Approver

Work Flow

- New Grad Appointment
- Modification
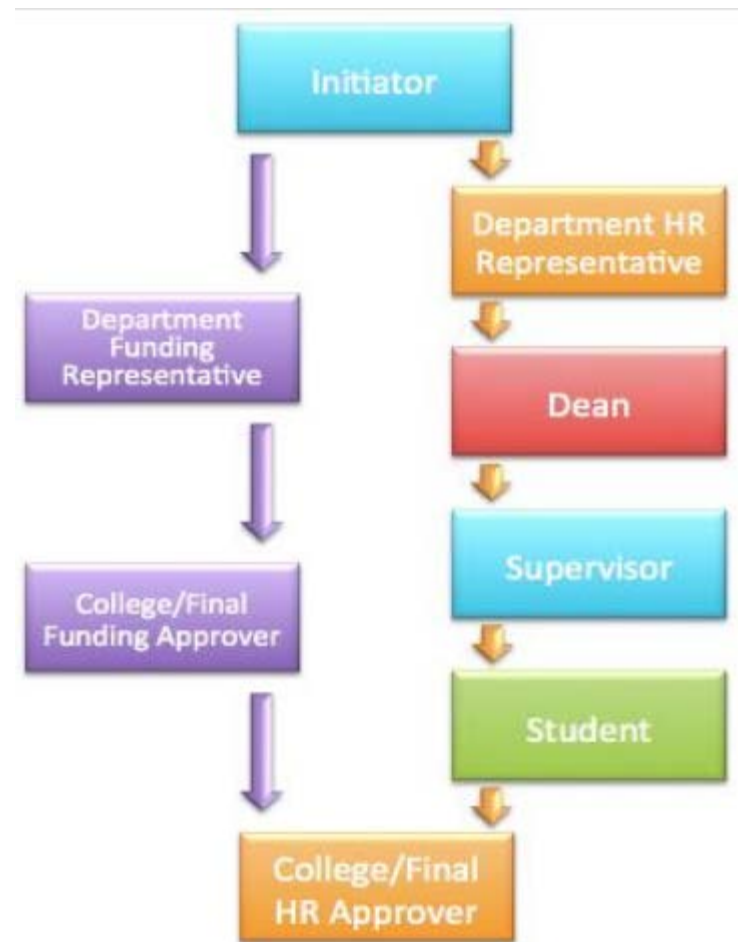
Work Flow

- Rehire

Work Flow

- Separation

Questions?

Thank you for coming!

Graduate Fellowships

grad.ncsu.edu/faculty-and-staff/student-funding/

What are they?

- NO WORK OBLIGATION AWARDS

- Funded by the Graduate School, College, or Department
- Disbursed through monthly stipends

Who Qualifies

- Fully admitted
- Enrolled full-time
- Good academic standing
- +3.0 GPA

What you need to know.

- Fellowships are disbursed monthly through the Financial Aid Systems in SIS – NOT HR
  - Direct deposit with Cashier's Office is required
- Processed within financial aid year, 8/1/XX - 7/31/XX
- Primary vs. Supplemental
  - Primary qualify for GSSP, $3,000 a semester or more
  - Supplemental do not qualify for GSSP, less than $3,000 a semester
- *International must have a tax assessment to receive award but do not need SSN.*

Appropriate Dates

- Encourage using first and last of the month.
- Awards can only be made one financial aid year at a time.
- Disbursement dates are when awards are moved to student accounts. How long they take to the student's bank account will depend on their bank.

Fall 2016 Term	Spring 2017 Term	Summer I (2017)
August 23	January 24	June 20
September 23	February 21	
October 25	March 24	Summer II (2017)
November 18	April 21	July 25
December 15	May 23	

Processing Fellowships

- To request a fellowship award, change in award, or termination of award, the department should complete and submit a Graduate Fellowship Payment Information Form with a copy of the offer letter.
  - https://grad.ncsu.edu/wp-content/uploads/2016/05/2016-2017-Fellowship-Form-for-Campus.pdf

- Award request forms should be submitted at least one week prior to disbursement

- Awards may be requested to disburse throughout the semester, or just once.

Queries

- You must have access to the "Graduate Fellowship Inquiry" SAR role before you can see the graduate fellowships database

- The database is found in SIS > Admin Services > Finances > Student Fellowships

- Helpful queries may be found in SIS > Admin Service > Finances > Fellowship Queries

- Fellowship Department Summary
  - Shows you all student on a fellowship in a certain OUC
  - Main Menu > Student Information System > Admin Services > Finances > Fellowship Dept Summary

Fellowship Dept Summary

Fellowship Dept Summary

Fellowships Paid from Department Projects

Institution: NCSU1

Department: GA/TA Full Enrollment   040501

Aid Year: 2015   2014-2015   As of: 05/29/2015 4:26:23AM

Fellowship Awards   Personalize | Find | | | 1-60 of 60

Award | Fall | Spring | Summer | Fellowship

Empl ID	Student	FS nbr	Award	Disbursed To Date
		1	20000.00	16,667.00
		1	25000.00	20,834.00
		1	22500.00	18,750.00
		1	12000.00	10,000.00
		1	22000.00	18,334.00
		3	25000.00	20,834.00
		1	22000.00	18,334.00
		1	20500.00	17,084.00
		2	22500.00	18,750.00
		2	25000.00	20,834.00

Fellowship Dept Summary

Fellowships Paid from Department Projects

Institution: NCSU1

Department: GA/TA Full Enrollment   040501

Aid Year: 2015   2014-2015   As of: 05/29/2015 4:26:23AM

Fellowship Awards

| Award | Fall | Spring | Summer | Fellowship |

Empl ID	Student	FS nbr	08/22/2014	08/22/2014 Disbursed	09/23/2014	09/23/2014 Disbursed	10/24/2014	10/24/2014 Disbursed	11/21/2
		1	1,670.00	1,670.00	1,666.00	1,666.00	1,666.00	1,666.00	1,666
		1	2,085.00	2,085.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083
		1	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875
		1	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000
		1	1,835.00	1,835.00	1,833.00	1,833.00	1,833.00	1,833.00	1,833
		3	2,085.00	2,085.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083
		1	1,835.00	1,835.00	1,833.00	1,833.00	1,833.00	1,833.00	1,833
		1	1,710.00	1,710.00	1,708.00	1,708.00	1,708.00	1,708.00	1,708

Fellowship Dept Summary

Fellowships Inquiry
Student holds or reasons for fellowship not to disburse

Holds on student account

Any missing information here can prevent a student from receiving a fellowship payment

Fellowships	Awards/Payments	Award Forms	Other Info

Fellowship - Other Information

Institution: NCSU1   NC State University

Empl ID:

Help

Direct Deposit

The student has set up Direct Deposit in the Student System.

Direct Deposit Information

Social Security Number (SSN)

The student has a valid social security number.

Tax Status

The student is a U.S. citizen or permanent resident. There are no tax withholding requirements for fellowship payments per the IRS. Income tax reporting of the fellowship is the responsibility of the student.

Graduate Student Support Plan (GSSP)

Caroline Ortiz-Deaton & Annie Erwin

What is the GSSP?

The Graduate Student Support Plan (GSSP) is a financial support package used to attract top students to NC State University.

Graduate students eligible for the Plan receive health insurance and tuition support* at no cost to them.

Size & Scope

Participation:

Over **3,200** students; ~ **45%** of all on-campus graduate students

Funding:

2017-2018 | Over **$52.5 million**

- $ 36.5M – **Graduate School (Provost allocated funding)**
- $ 16M – Other Funding Sources (non-state funding sources, including grants)

Eligibility Requirements

(1) **Active in an on-campus master's or PhD degree program**
 – Distance Education (DE) and graduate certificate program students do not qualify for the Plan.

(2) **Active, qualifying graduate appointment**
 – Fellowship, RA, TA, RA/TA, or Extension Assistantship
 – At least, $8,000 annualized
 – Begins on or before Census Day
 • Must extend, at least, 30 days beyond the first day of classes (to initially qualify) and through the semester's duration to receive full benefits.

(3) **Enrolled full-time, at all times**

(4) **Within allowed semesters for *tuition support*** (fall & spring only)
 – Master's – 4 semesters
 – PhD with a previous master's – 8 semesters
 – PhD without a previous master's – 10 semesters

*See GSSP Eligibility Summary or GSSP Handbook for complete details.

Determining Eligibility in MyPack Portal

Access Grad Support in MyPack Portal:

https://mypack.ncsu.edu/

Determining Eligibility in MyPack Portal

Determining Eligibility in MyPack Portal

Student Information System

Campus Finances

Eligibility | Funding | Tuition | Insurance

[REDACTED]

Previous Related Master's	GSSP Admit Term	Residency	Groups
Yes: ☑ Overridden?: ☐	GSSP Admit Term 2158 2015 Fall Term Overridden?: ☐	2158 OUT	XX23 GSSP-23Provost DR Fellowship Inactive

Program Stack Information

Career	Car #	Admit Term	Program		Plan		Status	Curr Load	Curr Units	Term
Graduate	1	2168	WPS	Forest Biomaterials	15WPSPHD	Forest Biomaterials - PHD	Active	Full-Time	3.000	2188
Graduate	1	2168	WPS	Forest Biomaterials	18FPSGM	Fiber & Polymer Sci-GM	Active			
Graduate	0	2158	FPS	Fiber & Polymer Science	18FPSPHD	Fiber & Polymer Sci-PHD	Discontinu			

GSSP Eligibility

Eligibility | Override Details | Department Approval Details

Term		Class	Progress Units	Academic Load	Census Units	Census Academic Load	Insurance	In-State	TR	BAS	Do Not Prorate
2188	Fall '18	DR	3.00	Full-Time			☑	☑	☑	☐	☐
2181	Spring '18	DR	3.00	Full-Time	3.00	Full-Time	☑	☑	☑	☐	☐
2178	Fall '17	DR	7.00	Full-Time	7.00	Full-Time	☑	☑	☑	☐	☐
2171	Spring '17	DR	12.00	Full-Time	12.00	Full-Time	☑	☑	☑	☐	☐
2168	Fall '16	DR	15.00	Full-Time	15.00	Full-Time	☑	☑	☑	☐	☐
2161	Spring '16	DR	10.00	Full-Time	10.00	Full-Time	☑	☑	☑	☐	☐
2158	Fall '15	DR	10.00	Full-Time	10.00	Full-Time	☑	☑	☑	☐	☐

▼ Assistantship Data

Rcd#	Effective Date	Seq#	Action	Action Date	Appointment End Dt	Dept		Payroll Status	Empl Class	Job Code	Annual Rate
1	07/01/2018	2	PAY	07/19/2018	12/31/2018	150301	Forest Biomaterials	Active	GRD	A148	16000.000

View All Assistantship Data

▼ Assistantship Distribution Data

Rcd#	Effective Date	Action Date	Seq#	Department		Project/Grant		Distrb %
1	07/01/2018	07/03/2018	2	150301	Forest Biomaterials	762079	BIOMASS TO PRODUCTS RES FUNDS	100.000

View All Assistantship Distribution Data

▼ Fellowship Data

#	Effective Date	Status	Project/Grant		Amount	Start Date	End Date	Comment		
1	08/03/2015	Active	227142	Provost Doct Recruiting Fellow	20000.00	08/01/2015	07/31/2016		TMARCKS	08/03/15 9:13:06AM

View All Fellowship Data

Receiving Benefits

Once a student actively meets all eligibility requirements ahead of Fall or Spring semester, the Graduate Support System *automatically*:

    (1)   Creates a tuition award,

    (2)   Adds the student to the NCSU RA-TA Health Insurance Plan (8/1 or 1/1), and

    (3)   Applies benefits to the student's billing account

BUT, timely action on the part of the student and appointment sponsoring program is *important*. The student is ineligible for GSSP benefits if eligibility requirements are not met by **Census Day** each semester.

If a student fails to meet **all** GSSP eligibility requirements at all times, they may lose all or a portion of their benefits.

GSSP Funding

GSSP Funding:

go.ncsu.edu/gssp-funding

◀ Student Information System

Campus Finances

| Eligibility | Funding | Tuition | Insurance |

Previous Related Master's	GSSP Admit Term		Residency	Groups
Yes: ☑	GSSP Admit Term 2158 2015 Fall Term		2158 OUT	XX23 GSSP-23Provost DR Fellowship Inactive
Overridden?: ☐	Overridden?: ☐			

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2181	Spring '18	DR	3.00	Full-Time	3.00	Full-Time	☑	☑	☑	☐	☐
2178	Fall '17	DR	7.00	Full-Time	7.00	Full-Time	☑	☑	☑	☐	☐
2171	Spring '17	DR	12.00	Full-Time	12.00	Full-Time	☑	☑	☑	☐	☐
2168	Fall '16	DR	15.00	Full-Time	15.00	Full-Time	☑	☑	☑	☐	☐
2161	Spring '16	DR	10.00	Full-Time	10.00	Full-Time	☑	☑	☑	☐	☐
2158	Fall '15	DR	10.00	Full-Time	10.00	Full-Time	☑	☑	☑	☐	☐

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View All Assistantship Data

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1	08/03/2015	Active	227142	Provost Doct Recruiting Fellow	20000.00	08/01/2015	07/31/2016		TMARCKS	08/03/15 9:13:06AM

View All Fellowship Data

GSSP Funding

GSSP Resources for Administrators

GSSP for Administrators:

go.ncsu.edu/gssp-admin

Training

To request GSSP training contact:

Annie Erwin, GSSP Manager

919-515-2293

alwhite7@ncsu.edu

Graduate Student Support Plan (GSSP)

Q & A

Caroline Ortiz-Deaton & Annie Erwin

alwhite7@ncsu.edu

ncstate-gssp@ncsu.edu

acortiz@ncsu.edu

Security

- SIS access instructions: https://grad.ncsu.edu/faculty-and-staff/information-systems/access-instructions/
- New DGP/GSC security request form: https://goo.gl/forms/hLxyiXHeawX5eJZ23

FAQ database

- Search FAQs, ask questions, give us feedback.
- URL: https://ncsu.service-now.com/gradschool

Program webpage updates

- As a DGP/GSC you have access to update the information that appears on our Graduate Programs webpage (https://grad.ncsu.edu/programs/).
- Step by step instructions are found in our FAQ database: https://ncsu.service-now.com/gradschool?id=kb_article&sys_id=8ccbc41fdbce4f40de08f1a51d9619f8