

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

Types of NextGen Actions

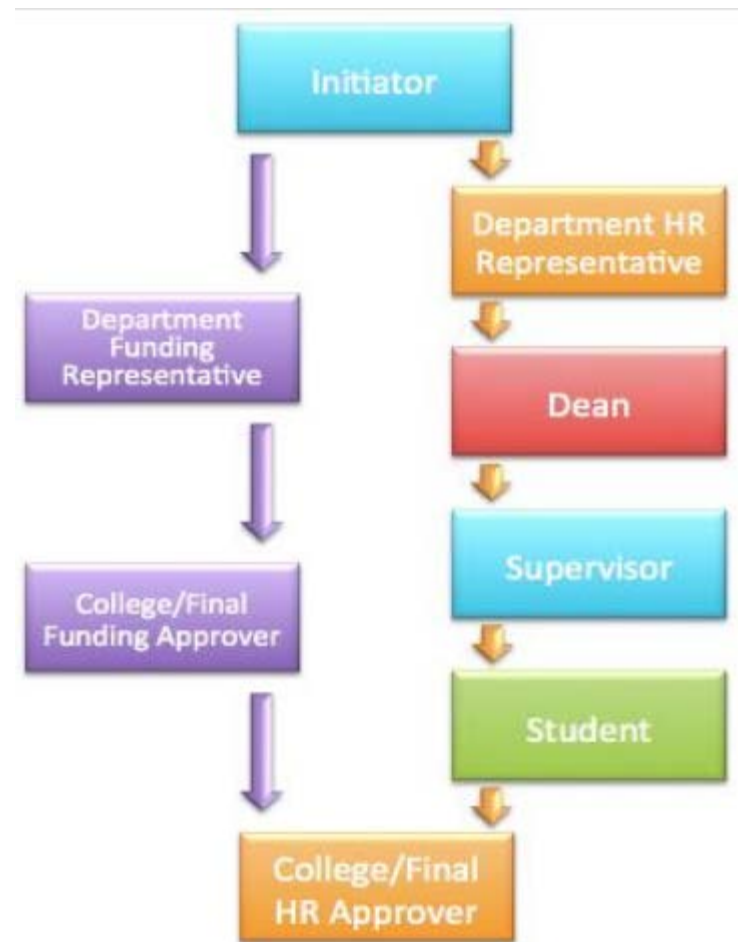
- New Grad Appointment
 - Rehire (or Rapid Rehire)
 - Modification
 - Separation
- Graduate Worklist

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

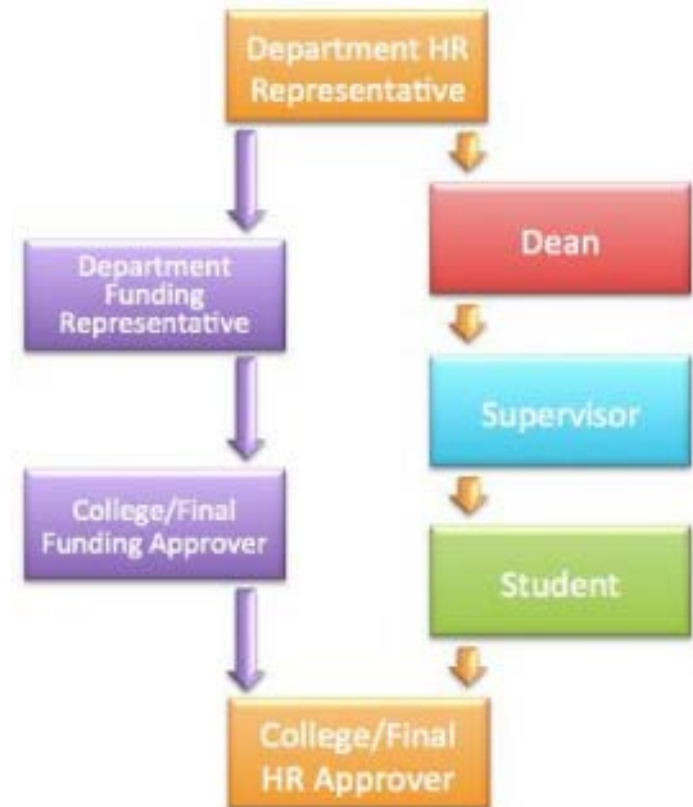
Work Flow

- 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

August 23

September 23

October 25

November 18

December 15

Spring 2017 Term

January 24

February 21

March 24

April 21

May 23

Summer I (2017)

June 20

Summer II (2017)

July 25

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


[Favorites](#) [Main Menu](#) > [Student Information Systems](#) > [Admin Services](#) > [Finances](#) > [Fellowship Dept Summary](#)

Fellowship Dept Summary


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution: 

Department:

Academic Year: 

Department Description:

Case Sensitive

[Basic Search](#)



[Save Search Criteria](#)

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	11/21/2014
		1	1,670.00	1,670.00	1,666.00	1,666.00	1,666.00	1,666.00	1,666.00
		1	2,085.00	2,085.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00
		1	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00
		1	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
		1	1,835.00	1,835.00	1,833.00	1,833.00	1,833.00	1,833.00	1,833.00
		3	2,085.00	2,085.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00
		1	1,835.00	1,835.00	1,833.00	1,833.00	1,833.00	1,833.00	1,833.00
		1	1,710.00	1,710.00	1,708.00	1,708.00	1,708.00	1,708.00	1,708.00

Fellowship Dept Summary

Fellowships Paid from Department Projects

Institution: NCSU1
 Department: Graduate Sch-Dean's Off & Staf 040101
 Aid Year: 2015 2014-2015 As of: 02/16/2015 4:10:42AM

Fellowship Awards

Personalize | Find | 1-249 of 249

Award | Fall | Spring | Summer | **Fellowship** | [Filter]

Empl ID	Student	F\$ nbr	Fellowship Description	Award Description	F-ship Detail
[blurred]	[blurred]	1	DOE CSGF	Grad Fellow Recurring (First)	[icon]
[blurred]	[blurred]	1	09NSF Graduate Research	Grad Fellow Recurring (First)	[icon]
[blurred]	[blurred]	1	09NSF Graduate Research	Grad Fellow Recurring (First)	[icon]
[blurred]	[blurred]	2	09NSF Graduate Research	Grad Fellow Recurring (Second)	[icon]

Fellowships Inquiry

Student holds or reasons for fellowship not to disburse

Holds on student account

Fellowships Awards/Payments Award Forms Other Info

Fellowship - Other Information

Institution: NCSU1 NC State University

Empl ID: [REDACTED] [REDACTED] [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.

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

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/>

The screenshot displays the MyPack Portal interface. The top navigation bar is red and contains the text "MyPack Portal" on the left, a dropdown menu labeled "Student Information System" in the center, and icons for home, menu, and refresh on the right. A purple arrow points from the text "Student Information System" in the dropdown menu to the "Student Information System" text in the top navigation bar. The main content area is a grid of tiles. The "Student Information System" tile is highlighted with a yellow background and a purple border, and a purple arrow points to it from the right. Other tiles include "Student Records", "Admissions", "Curriculum Management", "Worklist", "Reporting Tools", "SIS Setup", and "Student Profile". The bottom of the page features a footer with a JavaScript error message and a refresh icon.

MyPack Portal

Student Information System

Student Records

My Homepage

Student Information System

Financial System Homepage

HR System Homepage

Employee Self Service

Student Homepage

Admissions

Curriculum Management

Worklist

Reporting Tools

SIS Setup

Student Profile

javascript:loSwipeToTabFromDDI('NCSIS.EMPLOYEE.NCS_HOME.CAMPUS');

Determining Eligibility in MyPack Portal



Determining Eligibility in MyPack Portal

Student Information System **Campus Finances** [Home](#) [Menu](#) [New Window](#)

Welcome

- Student Accounts and Billing
- Dept Awards / Sponsorship
- Fellowships / Grad Support**
 - Fellowships
 - Fellowships (Ct/ Ofc)
 - Student Fellowships
 - GSSP Custom Queries
 - Fellowship Dept Summary
 - Fellowship Queries
 - Graduate Support
 - Graduate Support - By Program**
 - Work-Study
 - Service Indicators

Graduate Support

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- ID begins with
- Academic Institution begins with NCSU1
- Academic Career begins with GRAD
- Academic Program begins with
- Unity ID begins with
- National ID begins with
- Last Name begins with
- First Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Individual Students (points to 'Academic Program')

Search Individual Student or by Academic Program (points to 'Graduate Support - By Program')

javascript:void(0);

Eligibility Funding Tuition Insurance



Previous Related Master's Yes: <input checked="" type="checkbox"/> Overridden?: <input type="checkbox"/>	GSSP Admit Term GSSP Admit Term 2158 2015 Fall Term Overridden?: <input type="checkbox"/>	Residency 2158 OUT	Groups XX23 GSSP-23Provost DR Fellowship Inactive
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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	Discontin			

GSSP Eligibility

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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2181	Spring '18	DR	3.00	Full-Time	3.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2178	Fall '17	DR	7.00	Full-Time	7.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2171	Spring '17	DR	12.00	Full-Time	12.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2168	Fall '16	DR	15.00	Full-Time	15.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2161	Spring '16	DR	10.00	Full-Time	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2158	Fall '15	DR	10.00	Full-Time	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	

[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

Eligibility Funding Tuition Insurance



Previous Related Master's Yes: <input checked="" type="checkbox"/> Overridden?: <input type="checkbox"/>	GSSP Admit Term GSSP Admit Term 2158 2015 Fall Term Overridden?: <input type="checkbox"/>	Residency 2158 OUT	Groups XX23 GSSP-23Provost DR Fellowship Inactive
---	--	------------------------------	---

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Graduate	1	2168	WPS Forest Biomaterials	18FPSPGM Fiber & Polymer Sci-GM	Active			
Graduate	0	2158	FPS Fiber & Polymer Science	18FPSPHD Fiber & Polymer Sci-PHD	Discontin			

GSSP Eligibility

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			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2181 Spring '18	DR	3.00	Full-Time	3.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2178 Fall '17	DR	7.00	Full-Time	7.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2171 Spring '17	DR	12.00	Full-Time	12.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2168 Fall '16	DR	15.00	Full-Time	15.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2161 Spring '16	DR	10.00	Full-Time	10.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2158 Fall '15	DR	10.00	Full-Time	10.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assistanship 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 Assistanship Data

Assistanship 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 Assistanship 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	

View All Fellowship Data



GSSP Funding

Student Information System
Campus Finances

[Home](#) | [Menu](#) | [Help](#)

- Welcome
- Student Accounts and Billing
- Dept Awards / Sponsorship
- Fellowships / Grad Support
 - Fellowships
 - Fellowships (Ctl Ofc)
 - Student Fellowships
 - GSSP Custom Queries
 - Fellowship Dept Summary
 - Fellowship Queries
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 - Graduate Support - By Program
 - Work-Study
 - Service Indicators

Eligibility
Funding
Tuition
Insurance

Funding Details
Find | View All | First | 1 of 5 | Last

Term 2188 2018 Fall Term

Effective Date 08/16/2018

Sequence 0

Status Active

Category Details

Grad Health Insurance

Category Eligible: Funding Declined:

Account Code		% Distribution	Source Type
762079	BIOMASS TO PRODUCTS RES FUNDS	100.000	College

In-State Tuition

Category Eligible: Funding Declined:

Account Code		% Distribution	Source Type
762079	BIOMASS TO PRODUCTS RES FUNDS	100.000	College

Tuition Remission

Category Eligible: Funding Declined:

Match Declined:

Account Code		% Distribution	Source Type
249490	Fall/Spring Tuition Remission	75.000	Split
762079	BIOMASS TO PRODUCTS RES FUNDS	25.000	Split

Save
Return to Search
Previous in List
Next in List
Notify

Eligibility | Funding | Tuition | Insurance

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