Graduate Assistantships

g 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-terminated)
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 required 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.

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<td>December 15</td>
<td>May 23</td>
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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.

• 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

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:** begins with NCSU1
- **Department:** begins with 04
- **Academic Year:** begins with 2014-2015
- **Department Description:** begins with

**Options:**
- Search
- Clear
- Basic Search
- Save Search Criteria
Fellowship Dept Summary

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# Fellowship Dept Summary

## Fellowships Paid from Department Projects

**Institution:** NCSU1  
**Department:** GA/TA Full Enrollment  
**Aid Year:** 2015, 2014-2015  
**As of:** 05/29/2015 4:26:23 AM

### Fellowship Awards

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Fellowship Dept Summary

Fellowships Paid from Department Projects

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

### Fellowship Awards

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<td>09NSF Graduate Research</td>
<td>Grad Fellow Recurring (Second)</td>
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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.
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
### Determining Eligibility in MyPack Portal

#### GSSP Eligibility

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<th>Academic Load</th>
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#### Fellowship Data

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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]
### GSSP Funding

#### Program Stack Information

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#### GSSP Eligibility

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#### Assistantship Data

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<th>Dept</th>
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<td>PAY</td>
<td>07/19/2018</td>
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#### Assistantship Distribution Data

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<th>Project/Grant</th>
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<td>07/03/2018</td>
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#### Fellowship Data

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GSSP Funding

Campus Finances

Funding Details

Term: 2100 2018 Fall Term
Effective Date: 08/16/2018
Sequence: 1
Status: Active

Grad Health Insurance
Category Eligible: Funding Declined

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In-State Tuition
Category Eligible: Funding Declined

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<tr>
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Tuition Remission
Category Eligible: Funding Declined
Match Declined: No

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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=8ccbc41fdbc4f40de08f1a51d9619f8