New DGP/GSC Workshop
Introduction & Opening Remarks

Peter Harries
Student Information System (SIS)

Lian Lynch
Admissions

Lindsay Gentile
Graduate Assistantships

Richard Corley
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 Teaching & Research Assistants (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 visa are restricted to 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: $60.00 an hour

• HR System requires an annualized rate
  • Use the biweekly calculator!
• Can you pay higher than $60.00 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)
Training

To request NextGen training on assistantships:

Richard Corley, Coordinator Grad Appointments & Fellowships
919-515-1991
rbcorley@ncsu.edu
Stay Connected

HR Connections

“Grad Dept & College Reps” Google Group

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

- We encourage using first and last days 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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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.

- **Fellowship Instructions**: [grad.ncsu.edu/faculty-and-staff/student-funding/fellowships/](grad.ncsu.edu/faculty-and-staff/student-funding/fellowships/)

• 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 as either recurring or lump sum.
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 > Graduate Fellowships (Ctl Ofc)

• 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
Grad Appointments & Fellowships
Q & A

Richard Corley
rbcorley@ncsu.edu
grad-fellowships@ncsu.edu
gradschool-assistantships@ncsu.edu
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 3,600 students per year; ~ 46% of all on-campus graduate students

Funding:
FY 2018 | Over $56.6 million
- $ 38.8M – Graduate School (Provost allocated funding)
- $ 17.7M – 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 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
## Eligibility in MyPack Portal

### GSSP Eligibility

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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 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
Technology / Website

Darren White
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=8ccbc41fdbc4e4f40de08f1a51d9619f8
Best Practices Panel / Questions

Eric Money, DGP Geospatial Information
Heidi Hobbs, DGP International Studies
Sarah Slover, GSC Natural Resources
Rhonda Bennett, GSC Physics