

New DGP/GSC Workshop

Introduction & Opening Remarks

Peter Harries

Student Information System (SIS)

Lian Lynch



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Admissions

Lindsay Gentile



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Graduate Assistantships

Richard Corley



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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

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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)



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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.

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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.

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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.

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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)

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Training

**To request NextGen training on
assistantships:**

Richard Corley, Coordinator Grad Appointments &
Fellowships

919-515-1991

rbcorley@ncsu.edu



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Stay Connected

HR Connections

“Grad Dept & College Reps” Google Group

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



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Graduate Fellowships



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What are they?

- NO WORK OBLIGATION AWARDS
- Funded by the Graduate School, College, or Department
- Disbursed through monthly stipends



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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.*

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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.

Fall 2019 Term

August 22

September 24

October 22

November 19

December 17

Spring 2020 Term

January 23

February 20

March 24

April 23

May 22

Summer I (2020)

June 19

Summer II (2020)

July 24



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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/
- 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

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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**

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Grad Appointments & Fellowships Q & A

Richard Corley

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Graduate Student Support Plan (GSSP)

Caroline Ortiz-Deaton & Annie Erwin



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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.



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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)**



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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.



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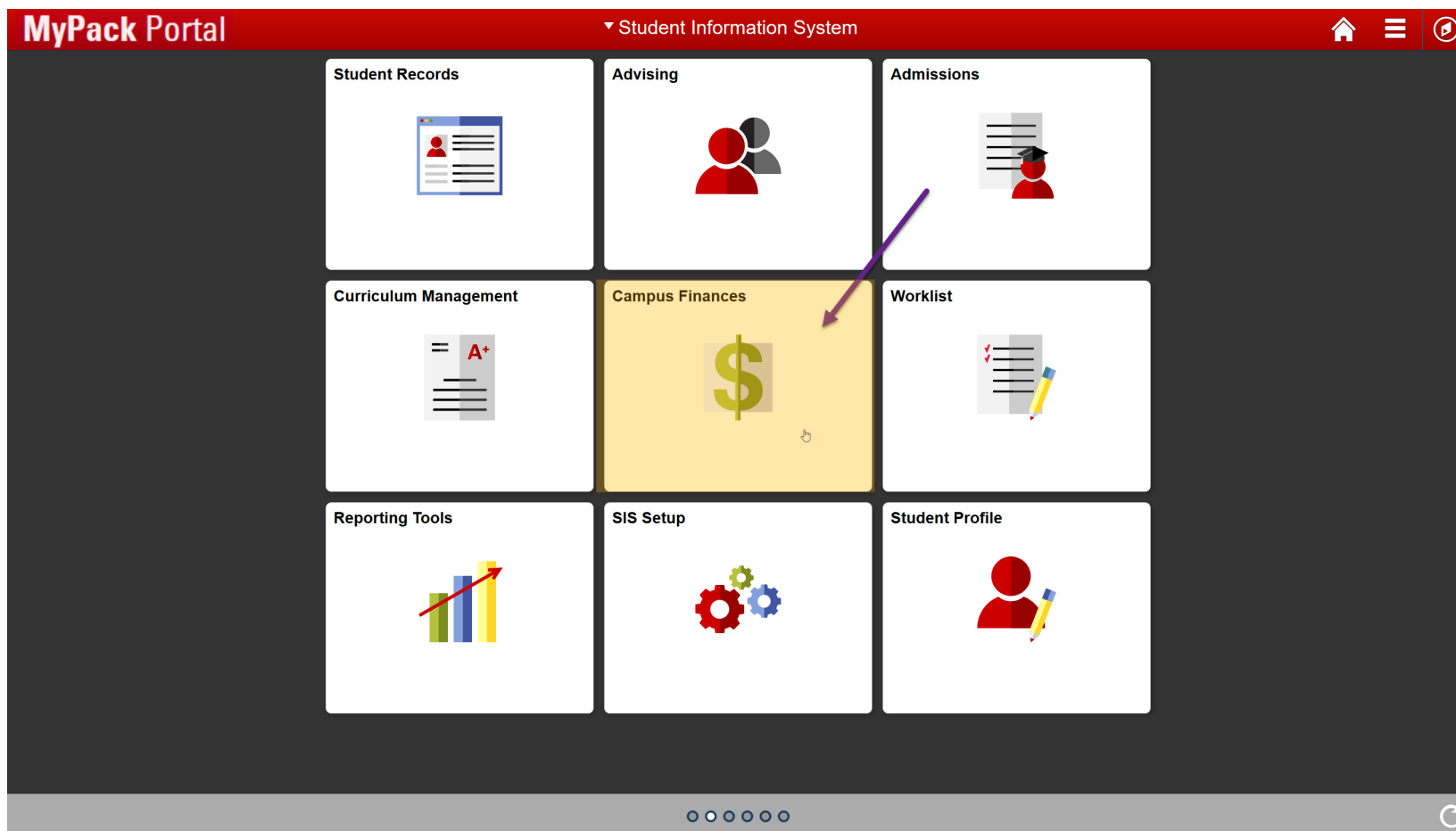
Determining Eligibility in MyPack Portal

Access Grad Support in MyPack Portal:

<https://mypack.ncsu.edu/>

The screenshot displays the MyPack Portal interface. At the top, the text "MyPack Portal" is on the left, and "Student Information System" is on the right with a dropdown arrow. A purple arrow points from the URL above to the "Student Information System" text. Below this, a dropdown menu is open, listing several options: "My Homepage", "Student Information System" (highlighted in yellow with a purple arrow pointing to it), "Financial System Homepage", "HR System Homepage", "Employee Self Service", and "Student Homepage". The main content area is a grid of tiles: "Student Records", "Admissions", "Curriculum Management", "Worklist", "Reporting Tools", "SIS Setup", and "Student Profile". Each tile contains an icon representing its function. At the bottom, there is a navigation bar with five dots and a refresh icon on the right. A small code snippet is visible at the bottom left: `javascript:lpSwipeToTabFromDD('NCSIS.EMPLOYEE.NCS_HOME_CAMPUS');`

Determining Eligibility in MyPack Portal



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Determining Eligibility in MyPack Portal

The screenshot shows the MyPack Portal interface. The top navigation bar includes 'Student Information System' and 'Campus Finances'. A left sidebar contains a menu with 'Fellowships / Grad Support' highlighted. The main content area is titled 'Graduate Support' and contains a search form with various criteria fields (ID, Academic Institution, Academic Career, Academic Program, etc.) and a 'Search' button. Annotations with arrows point to 'Graduate Support - By Program' in the sidebar and 'Search Individual Students' and 'Search Individual Student or by Academic Program' in the main content area.

Search Individual Students

Search Individual Student or by Academic Program

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



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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

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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>



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FAQ database

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



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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.servicenow.com/gradschool?id=kb_article&sys_id=8ccb41fdbce4f40de08f1a51d9619f8

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Best Practices Panel / Questions

Eric Money, DGP Geospatial Information

Heidi Hobbs, DGP International Studies

Sarah Slover, GSC Natural Resources

Rhonda Bennett, GSC Physics



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