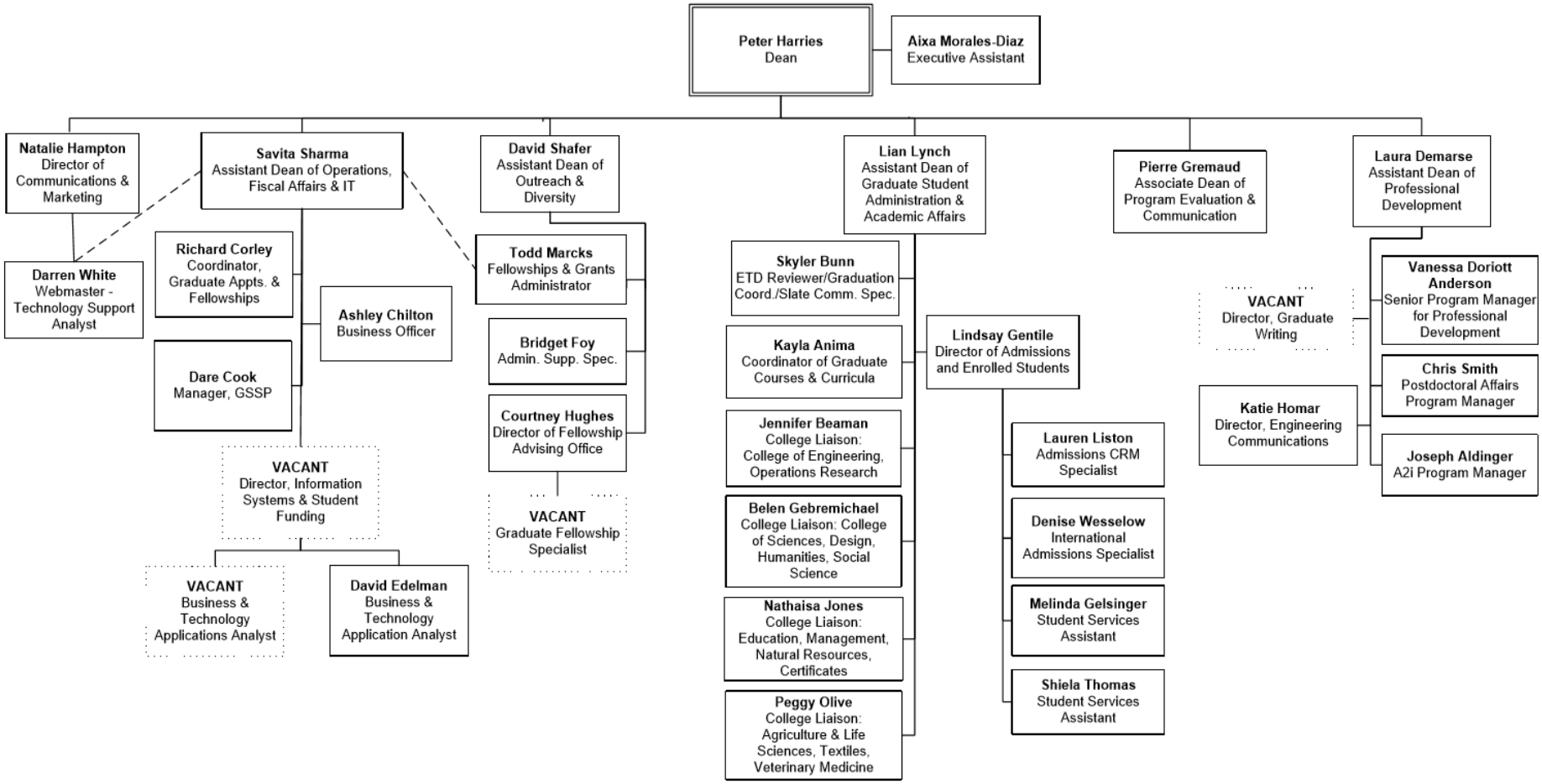
DGP/GSC Workshop: Technology/Website GA Contracts GSSP

Savita Sharma
Darren White
Richard Corley
Dare Cook

The Graduate School
at NC State University



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

Marketing & Communications

- If you have an outstanding student, let me know
  - We can push them out via social media, web story, create video, feature them in our digital magazine, share with other campus communicators, etc.
- Student newsletter goes out once a month
  - After sending it out to the students, I send it out to the GSC google group as an FYI

Graduate Assistantships & Fellowships

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 Is Eligible?

Graduate Student should be;

- 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.
  - Fall Semester 8/5/XX-12/31/XX
  - Spring Semester (TBA)
  - Yearlong Appointments (Not Available)
- 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 visas 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 Next Gen.
  - Students working more than 29 hours will lose exemption of FICA tax.

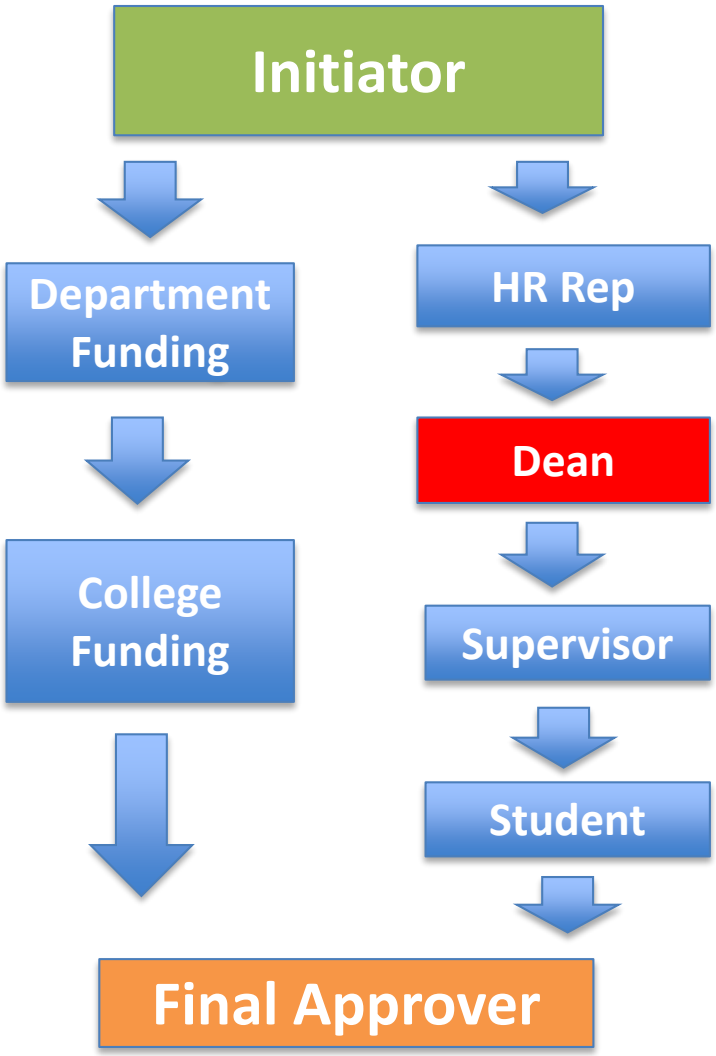
Pay Rates

- 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.

Next Gen Graduate Appointment System

Workflow

FUNDING PROCESS



HR PROCESS

Next Gen Approval Roles

Role	Description
Initiator	The initiator starts the process of hiring a graduate student and/or modifying a student's current appointment. Initiators may be but are not limited to GSCs, DGPs, PIs/grad faculty members and department/college HR administrators.
Department Funding Representative	Responsible for entering the funding source, or if the initiator has entered a funding source, confirming that the information is correct.
Department HR Representative	Responsible for completing the remaining required information for a graduate appointment which include the end date, salary, FTE, supervisor, personal information, education etc.

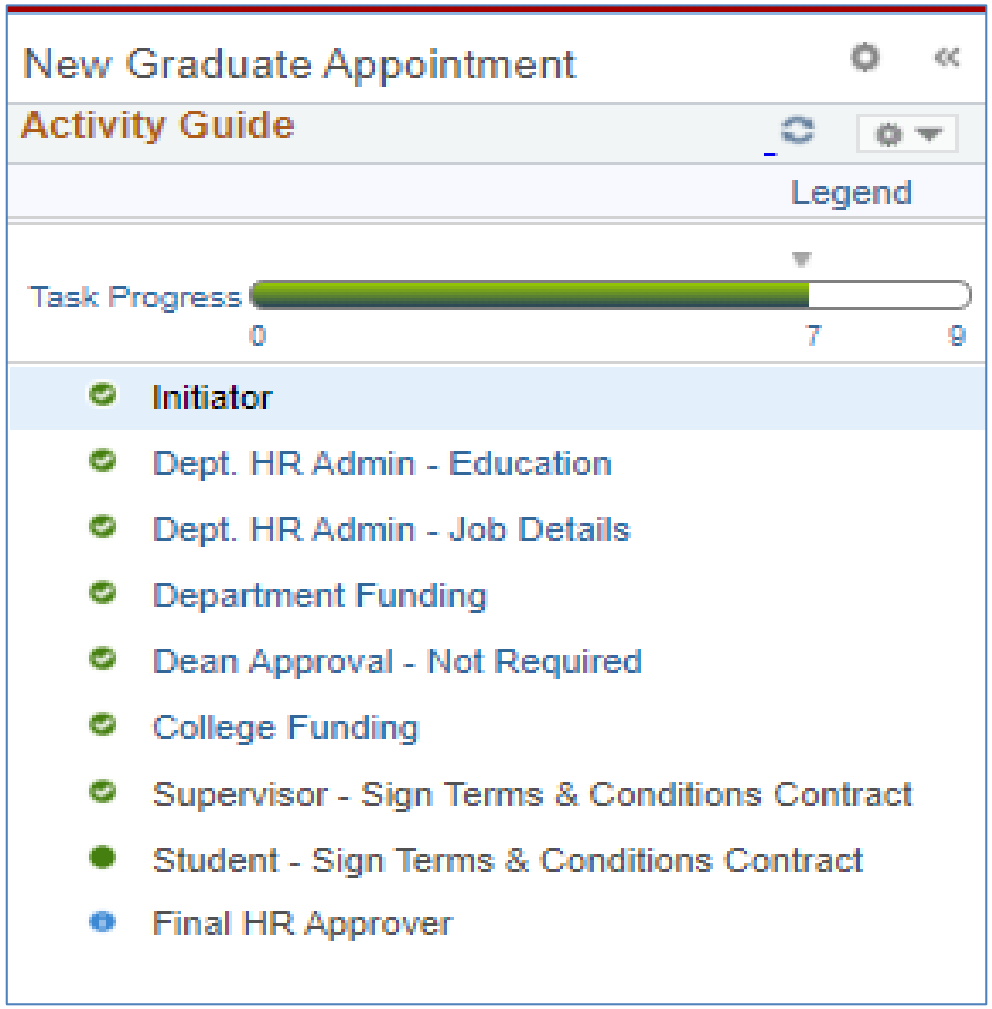
Next Gen Approval Roles

Role	Description
College Funding Representative	Solely responsible for confirming the funding source entered by the Dept Funding Rep. If the funding source is incorrect, they can push it back to the Dept Funding Rep. The individual in this role as well as the Dept Funding Rep may be the same individual.
Dean	The College Dean will only be involved if the aggregate FTE of the proposed appointment is above .725 (29 hours). This responsibility can be delegated to their Executive Assistant.
Supervisor	They are the supervisor for the appointment. This role defaults to the initiator entering the appointment unless they change it to the appropriate supervisor.

Next Gen Approval Roles

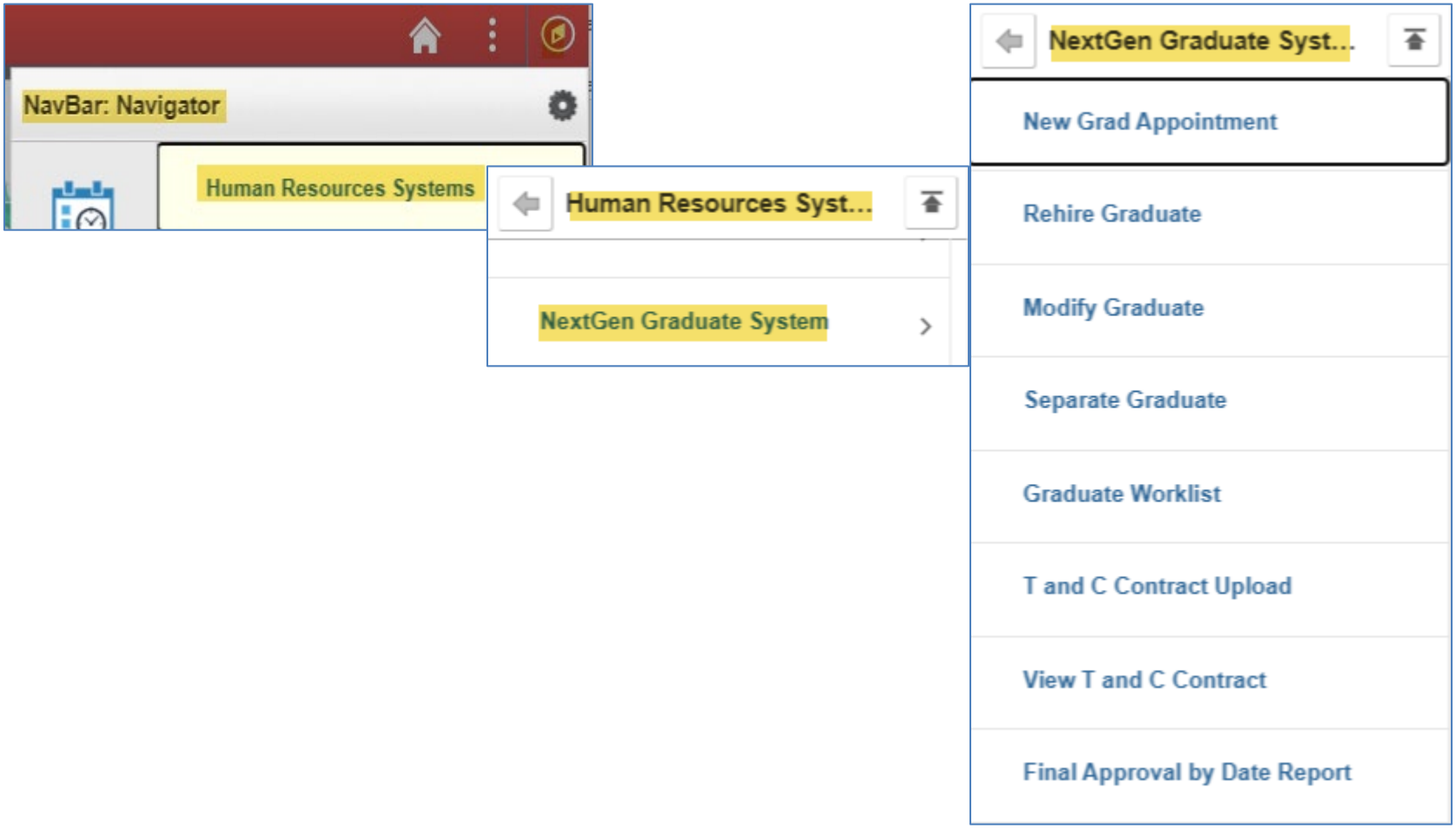
Role	Description
Student	After the supervisor approves the Terms and Conditions (T&C) contract, the student is notified via email that the contract is ready for review and signature.
Final Approver	Solely responsible for confirming that the appointment is correct. If the appointment information is incorrect, they can push it back to the Dept HR Rep. The initiator and Final Approval cannot be the same individual.

Activity Guide



Next Gen Navigation

Pathway: Human Resources System> Next Gen Graduate System



Next Gen Actions

Action Name	Action Description
New Grad Appointment	Allows you to hire a graduate assistant. All initiators must use this module regardless of whether it is a new hire or rehire.
Rehire Graduate	Allows you to rehire a graduate student into a prior assistantship. You will only be able to pull previous appointments that have already termed within the OUC(s) you have security access to view. This module will also pull in previous information from the prior appointment and allow you to update/confirm pre-populated information before sending to approvers.
Modify Graduate	Allows you to modify an existing appointment before it terms.
Separate Graduate	Allows you to separate an existing appointment.

Next Gen Actions

Action Name	Action Description
Graduate Worklist	Allows you to view all pending, completed and cancelled actions in NextGen within the OUC(s) that you have access to view.
View T & C Document	Allows you to view completed Terms and Conditions contracts for your graduate students. The Dept HR Representative and Supervisor may retrieve historical T&C documents for a student by searching for them using their name or employee ID. Students have access to view their T&C contracts by logging into their MyPack Portal and using the following path: Employee Self Service>Payroll & Compensation> View T&C Documents

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)

Graduate Fellowships

What are they?

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

Who Is Eligible?

Graduate Students should be:

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

Fellowship Specific Information

- 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 Fellowship
  - Primary qualify for GSSP, $3,000 a semester or more
  - Supplemental do not qualify for GSSP, less than $3,000 a semester
- *International Students 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. It takes a few days for the awards to show on student's bank account, depending on their bank.

Fall 2020 Term	Spring 2021 Term	Summer I (2021)
August 20	January 21	June 17
September 24	February 18	
October 22	March 23	**Summer II (2021)**
November 19	April 22	July 22
December 17	May 20	

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 (PIF) 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

Queries & Reports

- You must have access to the “Graduate Fellowship Inquiry” SAR role before you can see the graduate fellowships database
- Pathway: SIS > Campus Finances > Fellowships/Grad Support > Graduate Fellowships (Ctl Ofc)
- **Central Office reports all fellowships for a student in a certain OUC**
- Pathway: SIS > Campus Finances > Fellowships/Grad Support > Department Summary
- **Fellowship Department Summary reports all students on a fellowship in a certain OUC**
- Helpful queries may be found in SIS > Campus Finances > Fellowships/Grad Support > Fellowship Queries

Reminders & Updates

Grad Payroll Worksheet

- Worksheet has auto-terms, payroll calendar, email contacts, important websites and payroll monitor tools.

BIWEEKLY PAYROLL CALENDAR
https://controller.ofa.ncsu.edu/payroll/for-payroll-coordinators/

PAY CYCLES BY SEMESTER
July 1, 2018 thru December 31, 2018 = 13.1 pay cycles
July 1, 2018 thru June 30, 2019 = 26.1 pay cycles
August 16, 2018 thru December 31, 2018= 9.9 pay cycles
August 16, 2018 thru May 15, 2019 = 19.5 pay cycles
August 16, 2018 thru August 15, 2019 = 26.1 pay cycles

EMAIL LISTS
HR Connections: https://hr.ncsu.edu/hr-listserv/
Grad HR Representative: https://grad.ncsu.edu/faculty-and-staff/student-funding/updates-and-listserve/

WEBSITES
Student Funding Webpage: https://grad.ncsu.edu/faculty-and-staff/student-funding/

AUTO-TERM CALENDAR
If an appointment has an Auto-Termination date in Job Data then a separation row will automatically be entered three weeks prior to the separation date. No action required by the department. A Job is run every Wednesday night to capture planned exit dates through the next 23 days.

Auto-Term Run Date	Planned Job End Date Falls on or Before
June 13, 2018	July 6, 2018
June 20, 2018	July 13, 2018
June 27, 2018	July 20, 2018
July 4, 2018	July 27, 2018
July 11, 2018	August 3, 2018
July 18, 2018	August 10, 2018
July 25, 2018	August 17, 2018
August 1, 2018	August 24, 2018
August 8, 2018	August 31, 2018
August 15, 2018	September 7, 2018
August 22, 2018	September 14, 2018
August 29, 2018	September 21, 2018
September 5, 2018	September 28, 2018
September 12, 2018	October 5, 2018
September 19, 2018	October 12, 2018
September 26, 2018	October 19, 2018
October 3, 2018	October 26, 2018
October 10, 2018	November 2, 2018
October 17, 2018	November 9, 2018
October 24, 2018	November 16, 2018
October 31, 2018	November 23, 2018
November 7, 2018	November 30, 2018
November 14, 2018	December 7, 2018
November 21, 2018	December 14, 2018
November 28, 2018	December 21, 2018
December 5, 2018	December 28, 2018
December 12, 2018	January 4, 2019
December 19, 2018	January 11, 2019

Auto-Term Run Date	Planned Job End Date Falls on or Before
December 26, 2018	January 18, 2019
January 2, 2019	January 25, 2019
January 9, 2019	February 1, 2019
January 16, 2019	February 8, 2019
January 23, 2019	February 15, 2019
January 30, 2019	February 22, 2019
February 6, 2019	March 1, 2019
February 13, 2019	March 8, 2019
February 20, 2019	March 15, 2019
February 27, 2019	March 22, 2019
March 6, 2019	March 29, 2019
March 13, 2019	April 5, 2019
March 20, 2019	April 12, 2019
March 27, 2019	April 19, 2019
April 3, 2019	April 26, 2019
April 10, 2019	May 3, 2019
April 17, 2019	May 10, 2019
April 24, 2019	May 17, 2019
May 1, 2019	May 24, 2019
May 8, 2019	May 31, 2019
May 15, 2019	June 7, 2019
May 22, 2019	June 14, 2019
May 29, 2019	June 21, 2019
June 5, 2019	June 28, 2019
June 12, 2019	July 5, 2019
June 19, 2019	July 12, 2019
June 26, 2019	July 19, 2019
July 3, 2019	July 26, 2019
July 10, 2019	August 2, 2019

Website Resources

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

- Find FAQs, manuals, calendars, policy explanation and more on our website!

Calendar/Deadline Reminders

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

- All appointments should be entered **prior to the start date.**
- Next Gen allows actions to be entered **60 days prior to the start of the appointment.**
  - For August 5th hires, the 60-day window opened Saturday, June 6th.
- Auto-Term rows are entered Wednesday night, three weeks prior to the expected job end dates.
  - Rehires cannot be entered until after the separation is entered and modifications must be entered prior to the auto-term.
  - For August 4th job end dates, the auto term ran on July 15th.
    - All Modifications should have been made before July 15th.
    - After July 15th, you can only enter New Grad Appointments or Rapid Rehires.
- **Check out the calendars on our website for more information!**
  - The first Fall pay day for August 5th hires is August 21st

Training

To request NextGen training on assistantships:

Richard Corley, Coordinator Grad Appointments & Fellowships

919-515-1991

rbcorley@ncsu.edu

Stay Connected

"Grad Dept & College Reps" Google Group
group-grad-dept-college-hr-reps@ncsu.edu

University HR Connections
hr-connections@lists.ncsu.edu

grad-fellowships@ncsu.edu

gradschool-assistantships@ncsu.edu

Graduate Student Support Plan (GSSP)

Dare Cook
GSSP Manager

What is the GSSP?

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

Graduate students eligible for the Plan receive tuition (instate and out of state) and health insurance support at no cost to them.

- Student fees are not covered by GSSP

Size & Scope

Participation:

Over **3,600** students per year; **~ 46%** of all on-campus graduate students

Funding:

FY 2020 | Over **$62.8 million**

- **$ 41.7M – Graduate School (Provost allocated funding)**
- $ 21.1M – Other Funding Sources (non-state funding sources, including grants)

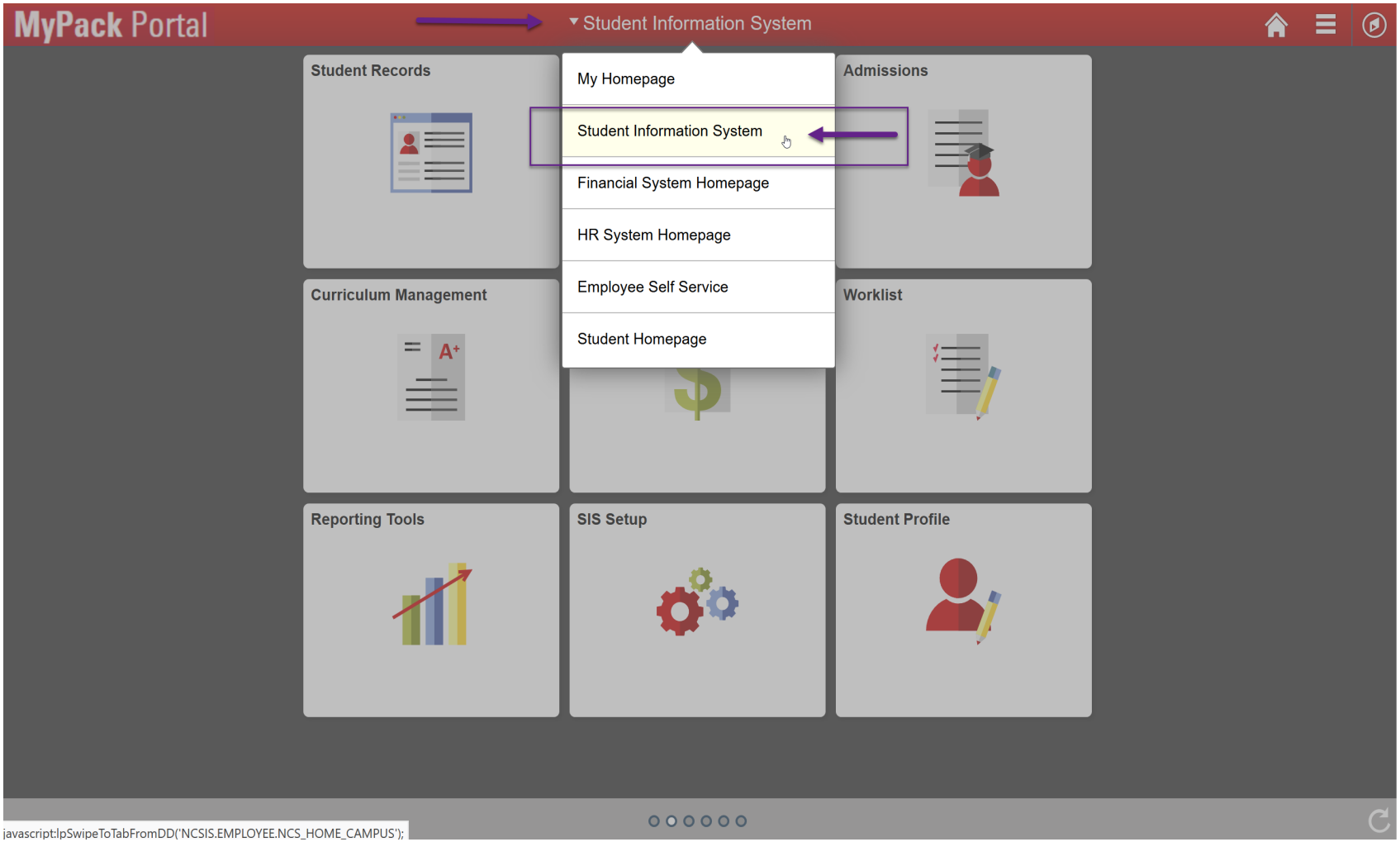
Eligibility Requirements

- **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.
- **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.
- **Enrolled full-time, at all times**
- **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

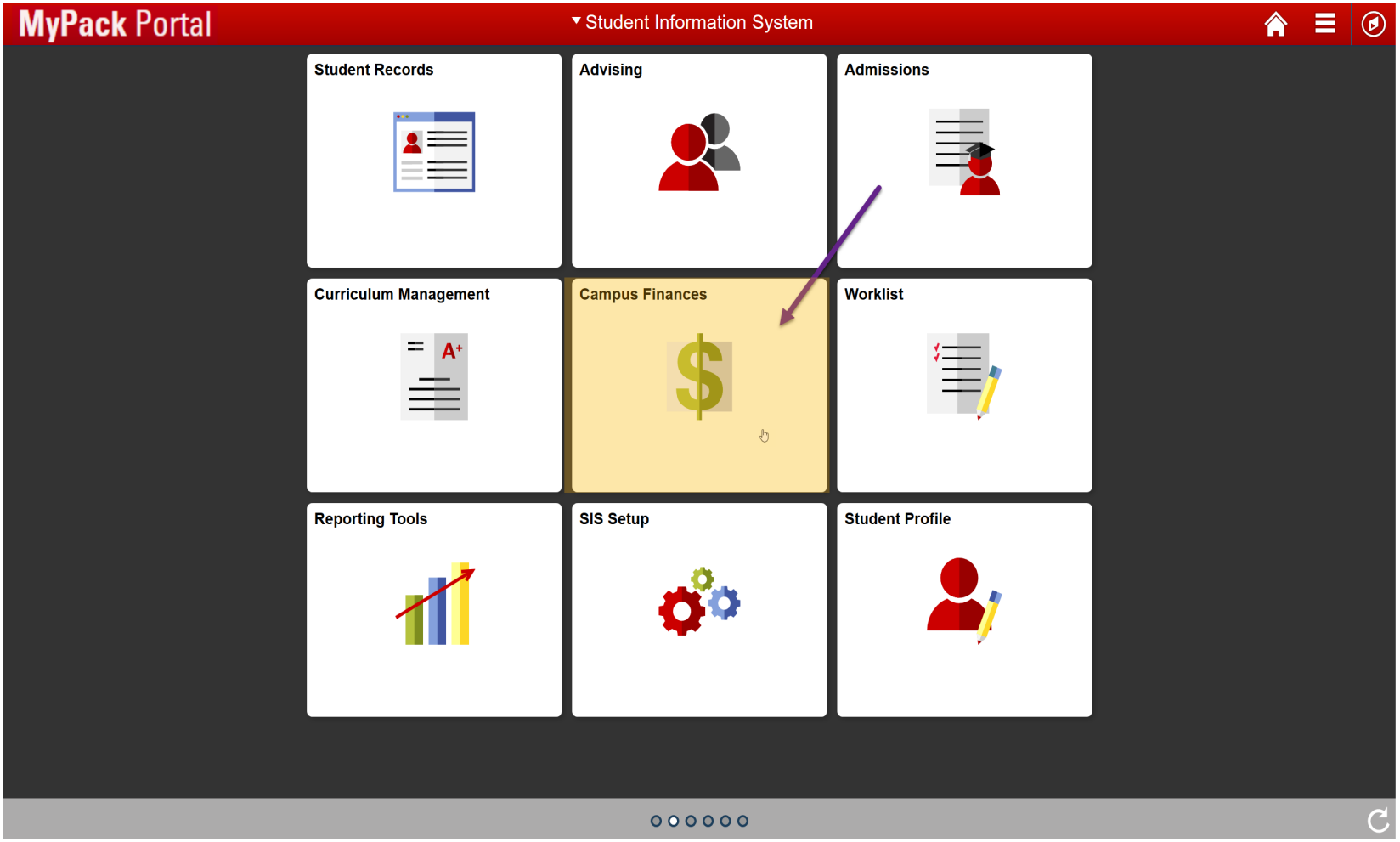
* See GSSP Eligibility Summary for complete details.

Determining Eligibility in MyPack Portal

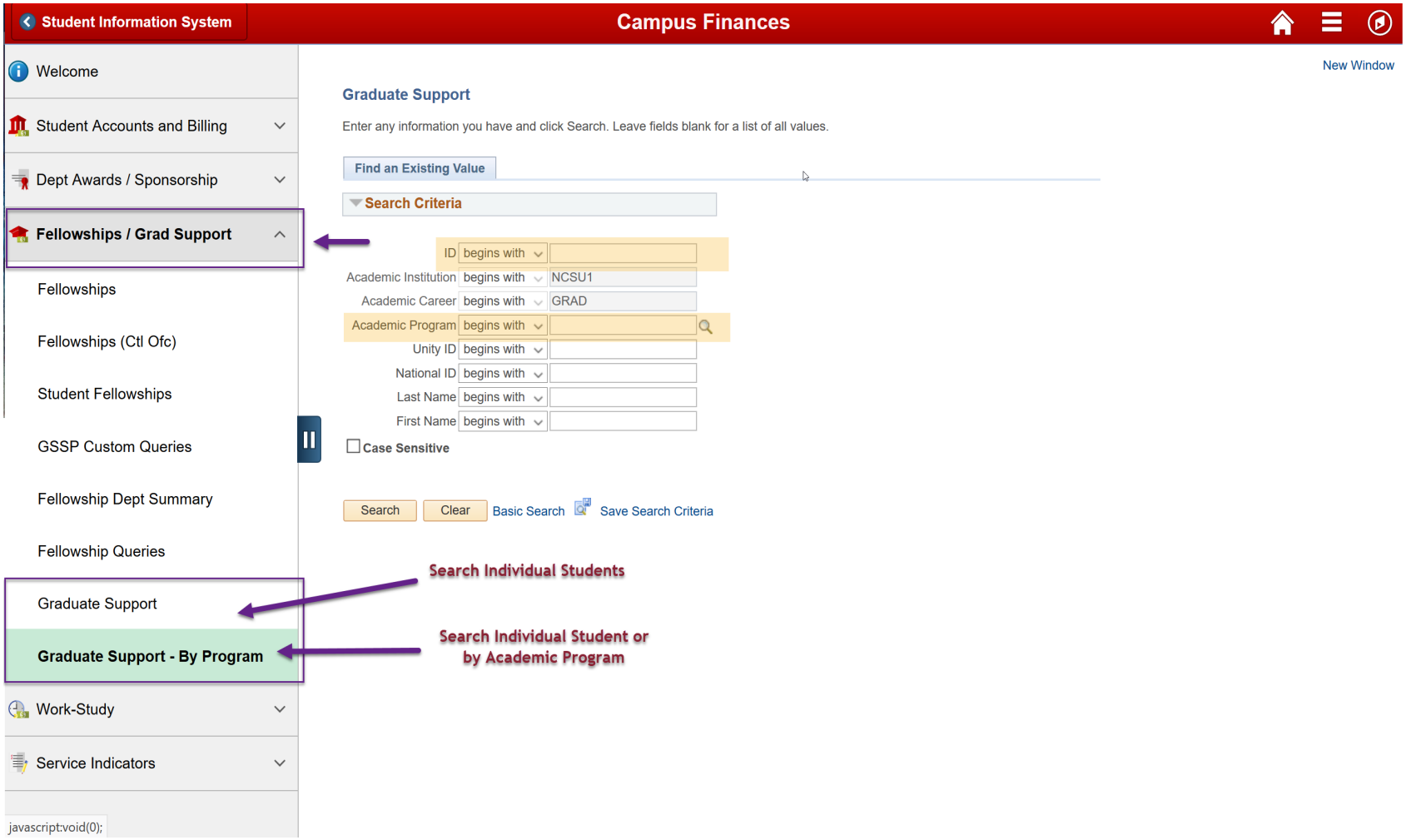
Access Grad Support in MyPack Portal: https://mypack.ncsu.edu/



Determining Eligibility in MyPack Portal



Determining Eligibility in MyPack Portal



Student Information System | Campus Finances

Eligibility | Funding | Tuition | Insurance

[redacted]

Previous Related Master's	GSSP Admit Term	Residency	Groups
Yes: ☑	GSSP Admit Term 2148 2014 Fall Term	2188 IN	
Overridden?: ☐	Overridden?: ☑ 2188 2018 Fall Term		

Program Stack Information

Career	Car #	Admit Term	Program		Plan		Status	Curr Load	Curr Units	Term
Graduate	2	2188	PB	Plant Biology	11PBPHD	Plant Biology-PHD	Active	Full-Time	9.000	2208
Graduate	0	2148	PHY	Physiology	11PHPMR	Physiology, Poultry Sci-MR	Completed			
Graduate	1	2151	GCERT	Graduate Certificate	11MOBCTG	Molecular Biotech Grd Cert-CTG	Completed			

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
2208	Fall '20	DR	9.00	Full-Time			☑	☑	☐	☐	☐
2201	Spring '20	DR	12.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2198	Fall '19	DR	9.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2191	Spring '19	DR	9.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2188	Fall '18	DR	9.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2161	Spring '16	MR	10.00	Full-Time	12.00	Full-Time	☑	☑	☐	☐	☐
2158	Fall '15	MR	10.00	Full-Time	13.00	Full-Time	☑	☑	☐	☐	☐
2151	Spring '15	MR	18.00	Full-Time	15.00	Full-Time	☑	☑	☐	☐	☐
2148	Fall '14	MR	11.00	Full-Time	11.00	Full-Time	☑	☑	☐	☐	☐

Assistantship Data

Rcd#	Effective Date	Seq#	Action	Action Date	Appointment End Dt	Dept		Payroll Status	Empl Class	Job Code	Annual Rate
3	01/01/2020	0	REH	01/08/2020	12/31/2021	110801	Plant and Microbial Biology	Active	GRD	A148	26300.000

View All Assistanship Data

Assistantship Distribution Data

Rcd#	Effective Date	Action Date	Seq#	Department		Project/Grant		Distrb %
3	06/13/2020	05/14/2020	0	110801	Plant and Microbial Biology	583347-02698	Collaborative Crop Resiliency	100.000

View All Assistantship Distribution Data

Fellowship Data

#	Effective Date	Status	Project/Grant		Amount	Start Date	End Date	Comment		
2	07/21/2020	Active	762488	AgBioFews	4000.00	08/01/2020	08/31/2020	New Award	RBCORLEY	07/21/20 12:42:47PM

View All Fellowship Data

Graduate Student Support Plan (1)

Eligibility Requirements At-A-Glance

Current Graduate Classification		Number of Semesters from Initial Graduate Enrollment to Current Semester (2)										
		1	2	3	4	5	6	7	8	9	10	> = 11
		Hours of Registration Required (F = Full-time, at all times) (4)										
Master's		F	F	F	F	F	F	F	F	F	F	F
Doctoral	DR students with a previous related master's degree upon initial enrollment to the Graduate School	F	F	F	F	F	F	F	F	F	F	F
	DR student without a previous related master's degree upon initial enrollment to the Graduate School	F	F	F	F	F	F	F	F	F	F	F

(1) For degree seeking graduate students that meet the below requirements at all times.

- ★ Have an active, qualifying graduate appointment (RA, TA, RA-TA, EA, or primary fellowship) with a minimum stipend of, at least, $8,000 annualized. The qualifying appointment must begin on or before Census Day and extend, at least, 10 days beyond the first day of classes. Tuition will be prorated for graduate appointments that do not extend through the fall or spring semesters.
- ★ Active in an on-campus master's or doctoral program. Distance education and graduate certification programs do not qualify for the Graduate Student Support Plan
- ★ Student must be enrolled full-time at all times. (4)
- ★ Student must be within allowed semesters in order to be eligible for GSSP tuition benefits.

Eligible Benefits: NCSU RA-TA Health Insurance Plan, In-State Tuition, & Out-of-State Tuition (2, 3) → F

Eligible Benefits: NCSU RA-TA Health Insurance Plan ONLY → F

Eligibility for any Graduate Student Support Plan benefit is contingent on meeting these requirements at all times. If a student ceases to meet any of the GSSP requirements, it will negatively affect their tuition (responsible for some or all semester tuition) and health insurance benefits (termination of coverage).

Receiving Benefits

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

- Creates a tuition award,
- Adds the student to the NCSU RA-TA Health Insurance Plan (8/1 or 1/1), and
- Applies benefits to the student's billing account.

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 Exceptions

Exception requests may be submitted by the DGP or GSC

Fall 2020 exceptions will not be considered after Census Day except in extreme circumstances

GSSP Exception Request Form

GSSP Funding

GSSP Funding Structure:

go.ncsu.edu/gssp-funding

Funding Structure

Graduate Student Support Plan

Stipend Source	Funding Source Descr	Health Insurance (GSHI)	In-State Tuition (ISTA)	Tuition Remission (TR or OSTA)
2-00000 - 2-49999	State Academic Affairs - Class 212 (Ledger 2-Project <=249999)	Slot	Slot	Slot
2-00000 - 2-49999	Distance Education - Class 215 (Ledger 2)	Slot	Slot	Slot
2-00000 - 2-49999	Pass Thru Tfr Funding - Class 216 (Ledger 2)	Slot	Slot	Slot
2-50000 - 2-99999	F&A Overhead Receipts - Ledger 2-Project > 249999	College	College	Cost Share
3-00000 - 3-49999	Appropriated Receipts - Class 23376 (Ledger 3)	College	College	Cost Share
3-00000 - 3-49999	Premium Tuition - Class 23379 (Ledger 3)	College	College	Cost Share
3-50000 - 3-99999	Ed Tech Fee - Class 39 ** (Ledger 3)	Slot	Slot	Slot
3-50000 - 3-99999	Auxilliary Enterprises - Unrestricted Trust Funds Not Class 39 (Ledger 3-Project > 349999)	College	College	Cost Share
4-XXX01 - 4-XXX49 Fund = 16031	Federal (Ledger 4-Project < 4-XXX50)	College	College	Cost Share
4-XXX50 Fund = 16031	State Appropriations - Agricultural Research Class 4162/4172 (Ledger 4)	College	Slot	Slot
4-XXX51 - 4-XXX99 Fund = 16031	Miscellaneous Receipts - (Ledger 4-Project > 4-XXX50)	College	College	Cost Share
4-XXX01 - 4-XXX49 Fund = 16032	Federal (Ledger 4-Project < 4-XXX50)	College	College	Cost Share
4-XXX50 Fund = 16032	State Appropriations - Cooperative Extension Class 4262 (Ledger 4)	College	College	Cost Share
4-XXX51 - 4-XXX99 Fund = 16032	Miscellaneous Receipts - (Ledger 4-Project > 4-XXX50)	College	College	Cost Share
5-XXXXX	Contracts & Grants - Ledger 5	College	College	Cost Share
6-XXXXX	Unassigned Foundations - Ledger 6	College	College	Cost Share
7-XXXXX	Restricted Trust Funds - Ledger 7	College	College	Cost Share
9-XXXXX	Agency Account - Ledger 9	College	College	Cost Share

Key

Slot:	Expense for benefit charged to Graduate School project.
College:	Expense for benefit charged directly to the source of the student's stipend.
Cost Share:	25% of total tuition remission (Tuition Remission Match (TR Match) is charged directly to the source of the student's stipend ("College"). 75% of total tuition remission (TR) charged to Graduate School project ("Slot").
Tuition Remission (TR) or Out-of-State Tuition Award (OSTA):	Difference between the in-state tuition rate and the out-of-state tuition rate. In other words, the out-of-state portion of tuition.

Note: Primary fellowships take priority over concurrent graduate assistantships when determining the funding source that will dictate "who pays" applicable GSSP benefits.

GSSP Resources for Administrators

GSSP for Administrators:

go.ncsu.edu/gssp-admin

Training

To request GSSP training contact:

Dare Cook, GSSP Manager
decook@ncsu.edu

Graduate Student Support Plan (GSSP)

Q & A

Savita Sharma & Dare Cook
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ssharm43@ncsu.edu
decook@ncsu.edu