

Graduate Assistantships & Fellowships

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What are they?

- Graduate assistantships are student employment:
 - intended to be training positions that supplement classroom training and furthers the student's degree
 - Work should be associated with the graduate student's 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

Types of Assistantships & Job Codes

- Graduate Research Assistants (A148)
- Graduate Teaching Assistants (A138)
- Graduate Teaching & Research Assistants (A178)
- Graduate Extension Assistants (A428)
- Graduate Services Assistants (A198)

Appropriate Dates

Teaching Assistants

- Can only work during the academic year.
 - Fall Semester 8/16/XX-12/31/XX
 - Spring Semester 1/1/XX-5/15/XX
 - Yearlong Appointments 8/16/XX-5/15/XX
- 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 (0.725 FTE) combined with all other appointments.
 - While enrolled in a class, international students on F-1 visas are restricted to 20 hours (0.5 FTE) combined with all other appointments.
- *Can a student work over 29 hours (0.725 FTE)?*
 - Yes, with Dean/VC approval in Next Gen.
 - **Students working more than 29 hours can lose their FICA tax exemption.**

Pay Rates

- Hourly Minimum: \$7.25/hour
- Hourly Maximum: \$60.00/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

- The HR queries listed below are helpful in monitoring the GA appointments

(HR > Reporting Tools > Query Manager – Reporting):

- **GRAD_ACTIVE_ASSIGNMENTS** (pulls all currently active grad assignments)
- **GRAD_ACTIVE_BASIC_DISTR_DEPT** (same as above but with distribution by dept)
- **GRAD_ACTIVE_BASIC_DISTR_COLL** (same as above but with distribution by college)
- **GRAD_AUTO_TERM_DATE** (pulls assignments that have *already* auto-termed)

Graduate Fellowships

What are Fellowships?

- No Work Obligation Awards
- Not considered employment
 - *Payments are not considered wages*
- Can be funded by the Graduate School, College, or Department
- Disbursed through monthly payments

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 Fellowships: at least \$3,000/semester or more
 - Eligible for GSSP benefits
 - Supplemental Fellowships less than \$3,000/semester
 - Do not qualify for GSSP benefits
- *International Students must have a tax assessment to receive award but do not need SSN*

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 (1) week prior** to disbursement
- Awards may be requested to disburse throughout the semester, or just once as either recurring or lump sum

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 made to student accounts. Depending on the student's bank, it may take 1-3 business days for the student to access the funds

Fall 2021 Term

August 19

September 23

October 21

November 18

December 16

Spring 2022 Term

January 20

February 17

March 24

April 21

May 24

Summer I (2022)

June 16

Summer II (2022)

July 22

Queries

- The following queries are helpful in monitoring your graduate fellowships:

(SIS>Admin Services>Finances>Fellowship Queries)

- **NC_FA_Fellowship_By_Student** (pulls list of fellowships for selected students by date)
- **NC_FA_FSHIP_Pay_By_Stu** (pulls list of fellowship payments and future payments for selected student)
- **NC_FA_FSHIP_NO_DIR_DEPOSIT** (pulls list of students not set up with direct deposit to receive fellowship payments)

***You must have access to the “Graduate Fellowship Inquiry” SAR role before you can see the graduate fellowships database.**

Reminders & Updates

Calendar/Deadline Reminders

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

- All appointments should be entered prior to the start date
- Next Gen is currently open for Fall 2021 GA appointments starting August 16th
- 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 15th job end dates, the auto term will run on July 28th
 - All Modifications should be made before July 28th
 - After July 28th, you can only enter New Grad Appointments or Rapid Rehires
- Payroll deduction now available to GA's for student fees
- **Check out the calendars on our website for more information!**
 - The first Fall pay day for August 16th hires is September 3rd (partial pay)
 - The first Full pay check is September 17th

Grad Payroll Worksheet

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

PAY CYCLES BY SEMESTER

July 1, 2020 thru December 31, 2020 = 13.2 pay cycles
 July 1, 2020 thru June 30, 2021 = 26.2 pay cycles
 August 5, 2020 thru December 31, 2020= 10.7 pay cycles
 August 5, 2020 thru August 4, 2021 = 26.1 pay cycles
 January 1, 2021 thru May 15, 2021 = 9.6 pay cycles
 January 1, 2021 thru June 30, 2021 = 12.9 pay cycles
 January 1, 2021 thru December 31, 2021 = 26.1 pay cycles

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
July 29, 2020	August 21, 2020
August 5, 2020	August 28, 2020
August 12, 2020	September 4, 2020
August 19, 2020	September 11, 2020
August 26, 2020	September 18, 2020
September 2, 2020	September 25, 2020
September 9, 2020	October 2, 2020
September 16, 2020	October 9, 2020
September 23, 2020	October 16, 2020
September 30, 2020	October 23, 2020
October 7, 2020	October 30, 2020
October 14, 2020	November 6, 2020
October 21, 2020	November 13, 2020
October 28, 2020	November 20, 2020
November 4, 2020	November 27, 2020
November 11, 2020	December 4, 2020
November 18, 2020	December 11, 2020
November 25, 2020	December 18, 2020
December 2, 2020	December 25, 2020
December 9, 2020	January 1, 2021
December 16, 2020	January 8, 2021
December 23, 2020	January 15, 2021
December 30, 2020	January 22, 2021
January 6, 2021	January 29, 2021
January 13, 2021	February 5, 2021
January 20, 2021	February 12, 2021
January 27, 2021	February 19, 2021
February 3, 2021	February 26, 2021

BIWEEKLY PAYROLL CALENDAR

<https://controller.ofa.ncsu.edu/payroll/for-payroll-coordinators/>

EMAIL LISTS

HR Connections: <https://hr.ncsu.edu/hr-listserv/>
Grad HR Representative: <https://grad.ncsu.edu/faculty-and-staff/student-funding/student-funding-email/>

WEBSITES

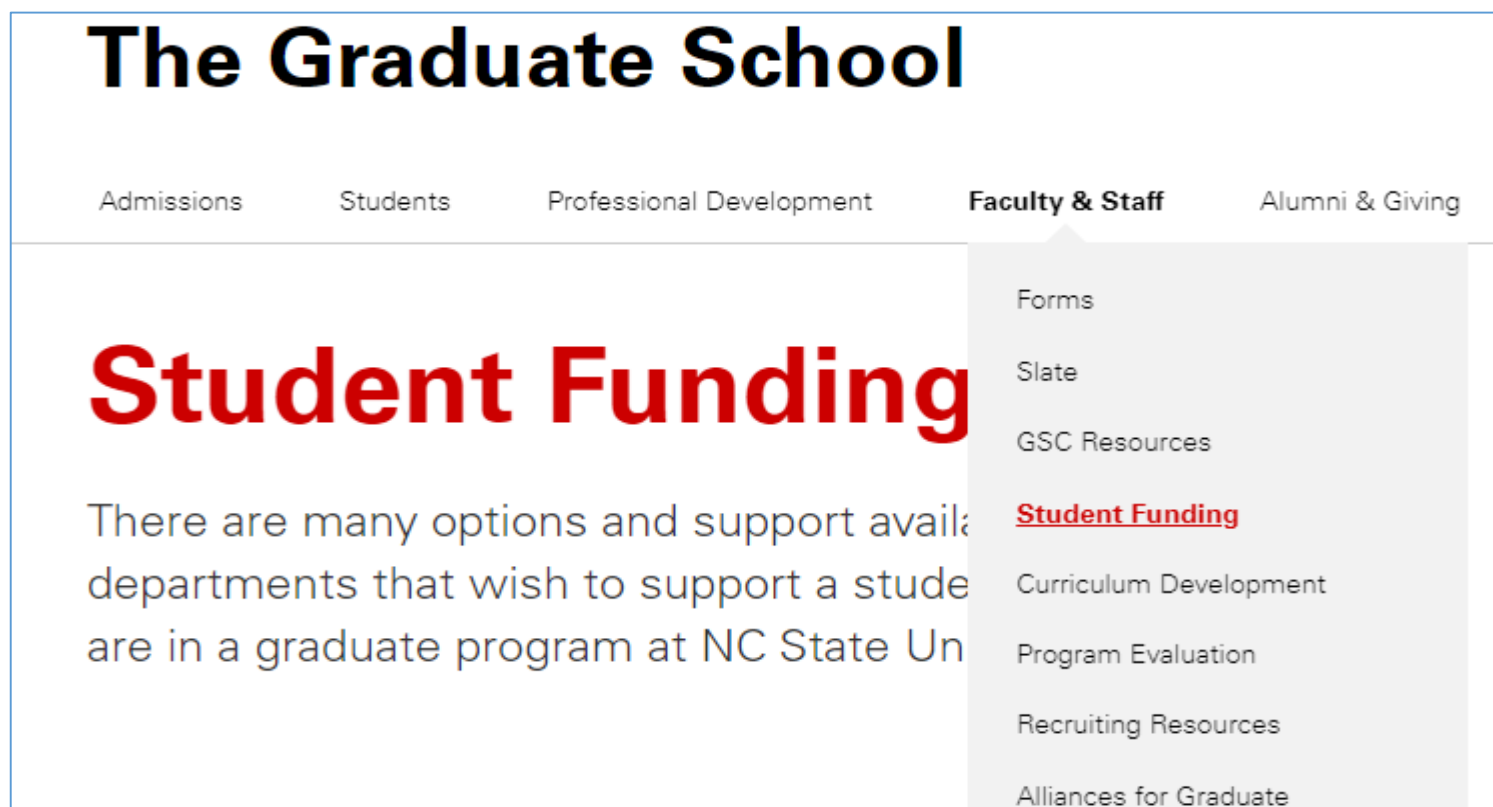
Student Funding Webpage: go.ncsu.edu/student-funding

Auto-Term Run Date	Planned Job End Date Falls on or Before
February 10, 2021	March 5, 2021
February 17, 2021	March 12, 2021
February 24, 2021	March 19, 2021
March 3, 2021	March 26, 2021
March 10, 2021	April 2, 2021
March 17, 2021	April 9, 2021
March 24, 2021	April 16, 2021
March 31, 2021	April 23, 2021
April 7, 2021	April 30, 2021
April 14, 2021	May 7, 2021
April 21, 2021	May 14, 2021
April 28, 2021	May 21, 2021
May 5, 2021	May 28, 2021
May 12, 2021	June 4, 2021
May 19, 2021	June 11, 2021
May 26, 2021	June 18, 2021
June 2, 2021	June 25, 2021
June 9, 2021	July 2, 2021
June 16, 2021	July 9, 2021
June 23, 2021	July 16, 2021
June 30, 2021	July 23, 2021
July 7, 2021	July 30, 2021
July 14, 2021	August 6, 2021
July 21, 2021	August 13, 2021
July 28, 2021	August 20, 2021
August 4, 2021	August 27, 2021
August 11, 2021	September 3, 2021
August 18, 2021	September 10, 2021
August 25, 2021	September 17, 2021

Website Resources

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

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



The Graduate School

Admissions Students Professional Development **Faculty & Staff** Alumni & Giving

Student Funding

There are many options and support available for departments that wish to support a student who is in a graduate program at NC State University.

- Forms
- Slate
- GSC Resources
- Student Funding**
- Curriculum Development
- Program Evaluation
- Recruiting Resources
- Alliances for Graduate