Graduate Assistantships & Fellowships

Richard Corley
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)
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

<table>
<thead>
<tr>
<th>Fall 2021 Term</th>
<th>Spring 2022 Term</th>
<th>Summer I (2022)</th>
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</thead>
<tbody>
<tr>
<td>August 19</td>
<td>January 20</td>
<td>June 16</td>
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<tr>
<td>September 23</td>
<td>February 17</td>
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<td>November 18</td>
<td>April 21</td>
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<tr>
<td>December 16</td>
<td>May 24</td>
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**Summer II (2022)**
- July 22
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_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 = 29.1 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.

<table>
<thead>
<tr>
<th>Auto-Term Run Date</th>
<th>Planned Job End Date Falls on or Before</th>
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<tr>
<td>July 29, 2020</td>
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<td>February 19, 2021</td>
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<tr>
<td>February 3, 2021</td>
<td>February 26, 2021</td>
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**BIWEEKLY PAYROLL CALENDAR**
- [https://controller.ofa.ncsu.edu/payroll/hr-payroll-coordinators/](https://controller.ofa.ncsu.edu/payroll/hr-payroll-coordinators/)

**EMAIL LISTS**
- HR Connections: [https://hr.ncsu.edu/hr-listserv/](https://hr.ncsu.edu/hr-listserv/)
- Grad HR Representative: [https://grad.ncsu.edu/faculty-and-staff/student-funding/student-funding-email/](https://grad.ncsu.edu/faculty-and-staff/student-funding/student-funding-email/)

**WEBSITES**
- Student Funding Webpage: [go.ncsu.edu/student-funding](go.ncsu.edu/student-funding)
Website Resources

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

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