Graduate Assistantships & Fellowships

Richard Corley

What are Assistantships?

Graduate assistantships are a type of 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 curriculum
- Paid Bi-weekly
- International students must have a Social Security (SSN) and Tax Assessment
- Do not track hours worked
- NextGen, our paperless hiring system is used to process graduate assistantships

Eligibility Requirements

- 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 Services Assistants (A198)

The Graduate School

Appropriate Dates

Teaching Assistantships	Other Assistantships	
Can work throughout the year <u>during specified</u> <u>periods</u> .	Allowed anytime throughout the year.	
Fall Semester: 8/16/20xx – 12/31/20xx Spring Semester: 1/1/20xx – 5/15/20xx Academic Year: 8/16/20xx – 5/15/20xx *New Summer I: 5/16/20xx – 6/30/20xx *New Summer II: 7/1/20xx – 8/15/20xx *New Full Summer: 5/16/20xx – 8/15/20xx	We encourage the use of semester dates, however, alternative begin and end dates are allowed.	
International students may continue to receive compensation after graduation, but must stop working.	International students who are graduating must be terminated from their assistantship as of the date of graduation.	
 Domestic students may be hired the summer prior to their fall admit term. International students have visa work restrictions and cannot be hired more than 30 days in advance of their I-20 start date. 	 Domestic students may be hired the summer prior to their fall admit term. International students have visa work restrictions and cannot be hired more than 30 days in advance of their I-20 start date. 	

What are Fellowships?

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

Eligibility Requirements

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

Fellowship Specific Information

- Fellowships are disbursed on a monthly basis through the Financial Aid Systems in SIS, not HR.
- Direct deposit with Cashier's Office is required.
- Processed within financial aid year, 8/1/20xx 7/31/20xx.

Primary Fellowship	Supplemental Fellowship
At least \$3,000/semester or more	Less than \$3,000/semester
Eligible for GSSP benefits	Do not qualify for GSSP benefits

International Students must have a tax assessment to receive award but do not need SSN.

Fellowship - 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 funds are released by the university for deposit into student accounts. Depending on the student's financial institution, it may take 1-3 business days for the student to access the funds.

Fall 2022 Term	Spring 2023 Term	<u>Summer I (2023</u>)
August 23	January 24	June 15
September 22	February 23	
October 20	March 24	<u>Summer II (2023)</u>
November 18	April 20	July 20
December 15	May 23	

Calendar Deadlines

- Reminder: Auto-Term rows are entered every Wednesday night, three weeks prior to the expected job end dates.
 - Rehires cannot be entered until after the separation is completely processed and modifications must be entered prior to the auto-term date.
 - The auto-term process ran for all Summer 2022 GA appointments with an August 15th job end date on July 27th.
 - All modifications that were not successfully processed prior to July 27th will need to be deleted in NextGen and then re-entered as either a new grad appointment or rehire.
- Payroll Deduction for Student Fees: Graduate students placed on active/qualifying appointments after the 7/27 bill due date still have until Census Date to sign up for the payroll deduction option. Students must at least be marked as "Commit to Fund" on the Roster in order to see the payroll deduction option within their Student Financials tile in MyPack portal.
- Payroll Calendar Important Dates
 - The first pay day for August 16th hires is Friday, September 2nd.
 - Students will receive their first "full" pay check on Friday, September 16th.
 - The 2022-2023 bi-weekly payroll calendar is available on our new Student Funding website.

Updates

- Appointments can be entered up to 90 days before its start date (increased from 60 days). This applies to New Grad Hires, Rehires and Modification actions. Separations are still 60 days in advance.
- T&C letters generated within the NextGen system now includes the NC State Employer Identification Number (EIN) used by international students when applying for their SSN.
- The GTA (A138) job code should now be used during the summer months for graduate students with only teaching responsibilities. This replaces use of the GSA (A198) job code with account code 51311 (instruction).

Summer I	5/15/20xx - 6/30/20xx
Summer II	7/1/20xx - 8/15/20xx
Full Summer	5/16/20xx - 8/15/20xx

NextGen System Manual (Updated for 2022)

Best Practices

- All appointments should be entered prior to the start date so that students can be paid in a timely manner. Failure to do so may delay their first paycheck.
- Please monitor the progress of your NextGen actions using the Graduate Worklist.
- Please check appointments after they have been processed in NextGen to make sure your students – a) are hired on the right job code, b) paid at the right salary and c) on the right account.
- Please terminate appointments for students who are no longer working
- Retroactive transactions more than thirty (30) days in the past requires Graduate School approval before submission.



If an overpayment occurs, please contact the Graduate School and University Payroll HRPayroll@ncsu.edu immediately. Hiring departments should be proactive about making salary adjustments in a timely manner to avoid a repayment situation.

Assistantship & Fellowship Resources

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

- Grad School Form Page- https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/ Important and frequently used Grad School forms and documents.
- Grad Payroll Worksheet- Auto term schedule, payroll calendar and payroll monitoring tools.
- NextGen System Handbook- (Updated for 2022) System description, transaction step-by-step instructions (w/ screenshots), common error messages and more.
- NextGen Quick Guides- One-to-two page set of instructions for faculty and students.
- Bi-weekly Calculator- Calculate annualized salary.
- Queries
- FAQs

Training

To request Assistantship and Fellowship training contact:

Richard Corley, Coordinator Graduate Appointments & Fellowships

rbcorley@ncsu.edu

To view previous Graduate Assistantship and Fellowship training videos, please visit:

https://grad.ncsu.edu/faculty-and-staff/gscresources/meetings-and-updates/

Questions?

Graduate Student Support Plan (GSSP)

Dare Cook

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 GSSP receive the following benefits at no cost to the students:
 - Graduate Student Health Insurance (GSHI also known as the RA-TA Plan)
 - Plan is negotiated by the Graduate School and is separate from the mandatory health plan available to undergraduates and non-GSSP graduate students.
 - Instate Tuition (ISTA) limited number of semesters
 - Tuition Remission (TR) difference between out of state tuition and instate tuition – limited number of semesters
- Available Fall and Spring semesters only
 - Summer tuition is not covered

Student Fees and Premium tuition are not covered by GSSP

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RA-TA Health Insurance Plan Coverage

- Students must be eligible for the GSSP (all eligibility requirements actively met) to be enrolled on the RA-TA Plan.
 - "GSSP Light" Students are eligible to participate in the RA-TA plan even if they are beyond allowed semesters and not eligible to receive GSSP tuition benefits.
- Coverage periods are the same for all RA-TA Plan members regardless of appointment type.

Coverage Periods:

- Fall = August 1 December 31 (5 months)
- **Spring/Summer** = January 1 July 31 (7 months)

Size & Scope – FY 2022

Participation:

Over **3,400** students; ~ 53% of all on-campus graduate students

Funding:

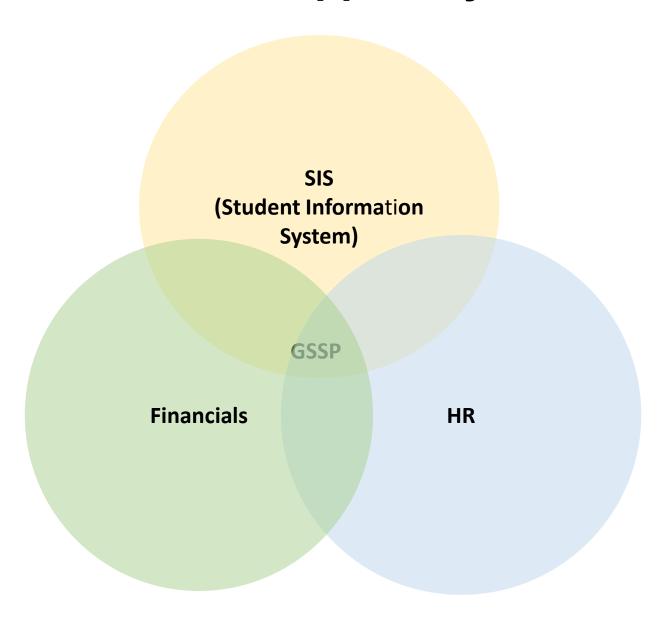
- Over \$57.6 million
 - \$ 40.7M Graduate School (Provost allocated funding)
 - \$ 16.9M Other Funding Sources (non-state funding sources, including grants)
 - \$13M Contracts and Grants

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
 - TA, RA, RA/TA, or Extension Assistantship & Fellowship
 - 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
 - Doctoral with a previous master's 8 semesters
 - Doctoral without a previous master's 10 semesters
 - TR first two semesters only for domestic out-of-state students

^{*}See <u>GSSP Eligibility Summary</u> for complete details

Graduate Support System



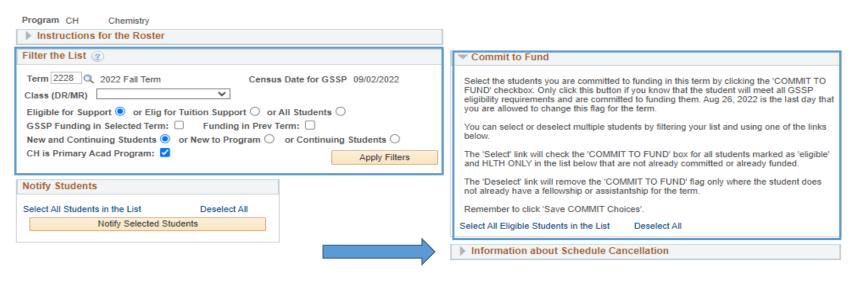
GSSP Enhancements

- Introduced Graduate Support Roster in Spring 2022:
 - GSSP awards applied to student accounts earlier
 - True Bill
 - Provides all student GSSP eligibility information centrally
 - Eliminates need for separate queries
 - Incorporates filters and allows sorting and exporting data to Excel (for customized views)
- Student view of GSSP eligibility in MyPackPortal
- Graduate Support Page enhancements
- Graduate Student Health Insurance

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Graduate Support Roster

Support Plan Roster

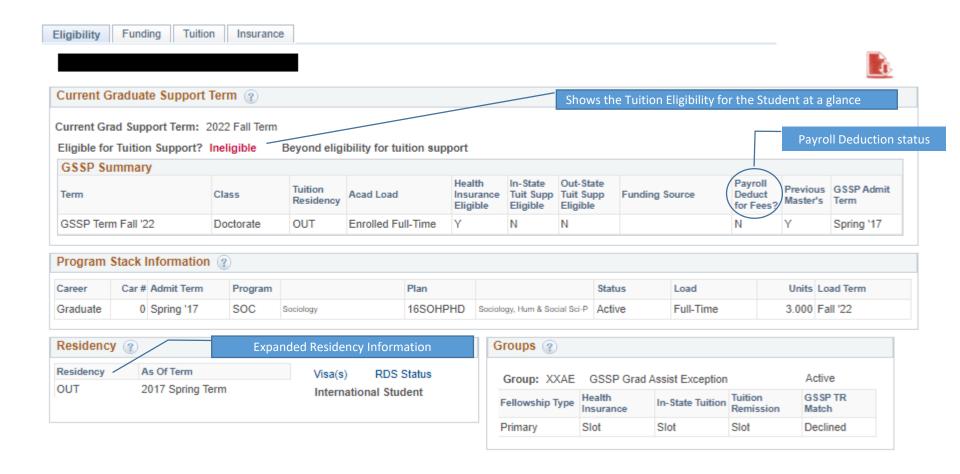


Personalize | Find | 2 | Student Roster for 2022 Fall Term (2) 1-188 of 188 Funding Acad Info Commit Audit Eligible for Fall '22 Previous Eligible Previous COMMIT SCHEDULE Notify Name Class Detail Residency Terms Acad Load Support if Full-Out-State (Spring '22) GSSP TO FUND CANCELLATION Time? Tuit Also? Funding Funding Attended Doctorate INTL 4 of 8 Full-Time eligible Yes RA/TA RA/TA OUT 2 Doctorate 0 of 10 Less 1/2 eligible Yes None Fellowship 3 Doctorate INTL 0 of 8 eliaible Yes None RA/TA Less 1/2 INTL Full-Time Yes RA/TA RA/TA Doctorate 4 of 8 eligible INTL RA/TA Doctorate 6 of 10 Full-Time eligible Yes RA/TA Doctorate INTL 4 of 10 Full-Time eligible Yes RA/TA RA/TA 7 Doctorate INTL 0 of 8 Less 1/2 eliaible Yes None 8 Doctorate OUT 2 of 10 Full-Time eligible NO RA/TA RA/TA Extension 9 Masters IN 6 of 4 No Units HLTH ONLY None 10 Doctorate IN 0 of 10 Less 1/2 eligible None RA/TA Not Secure 11 Doctorate INTL 3 of 10 Full-Time/ eligible RA/TA RA/TA

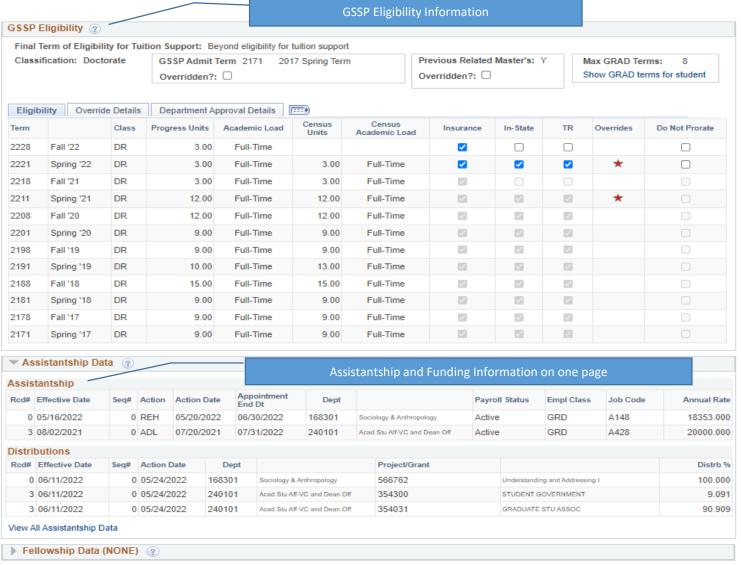
Save COMMIT Choices

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Grad Support Main Page



Grad Support Main Page (contd.)



GSSP Reminders for Departments

- "Commit to fund" students opens in March for Fall & Oct for Spring, including Fulbright and other primary fellowship recipients
- Hire students even if you are waiting for funds to arrive
 - Can transfer stipend & other charges to appropriate source later
- Process GA1 payments* before bill due date July 27th
- Funding snapshot taken at Census
 - Salary Redistribution (SDC's)
 - Proration
- Enrollment changes

^{*}Departmental funding of tuition and/or fees

Reminders for Students

- Residency new students begin acts immediately upon arrival
- GSSP <u>Student View</u> in MyPackPortal
- Obtain/Maintain full-time enrollment by Census date
- Health Insurance
 - Update address in MyPackPortal to local address upon arrival
 - International students will not be enrolled in the health insurance plan if the address in not update
 - Waive out of the RA-TA GSHI plan if you have alternate insurance
- Refer students to Graduate School "<u>Funding</u>" page for GSSP and GA information

NC Residency – Domestic Out of State Students

- Domestic out of state students are eligible for only two semesters of tuition remission
- Expected to apply for NC residency and be reclassified as NC Residents by their third semester
- Timing is important
- New students begin residentiary acts immediately upon arrival on campus
- DGP/GSC's Use the GSSP Roster to identify third semester students who will not be eligible for Tuition Remission and send notifications
- https://grad.ncsu.edu/admissions/residency/

Health Insurance Reminders

- 2021 2022 plan year ended 7/31/2022
- Began reporting students to BCBS for 2022-2023 in June
 - Earlier activation
 - Prevention of confusing emails
- Continuing Students without a GA Appt. or commit to fund flag by 7/30/2022 had insurance terminated and received a termination notice from BCBS
- Students should <u>waive out</u> of both the RA-TA plan and mandatory plan if they have alternate coverage and do not wish to be enrolled in the univ. plans.
- Once qualified, insurance will not be dropped unless requested
- Students can update their addresses and enroll dependents through <u>Student</u>
 Blue Portal after initial enrollment for Fall 2022
 - Students can print reorder insurance cards as well as view explanation of benefits and 1095-B tax forms through <u>Blue Connect</u>

GSSP Timeline – Fall 2022

March

- 3/28 Fall Enrollment Begins
- 3/28 GSSP roster open for Commit to Fund (CTF)
- 3/28 GSSP Exception Form Open for Fall

May/June

- 5/15 Begin reviewing Fall exceptions
- 5/18 NextGen Open for Grad Appt Entry
- 6/1 Students with GA Appt/CTF will be reported to BCBS for enrollment in GSHI - daily through Census
 - 7/7 Fall billing begins
 - 7/27 Fall bills due
 - 7/29 Fall schedule cancellation for non-payment
 - 7/31 2021/2022 GSHI plan year ends. Students with no CTF/Appt. for fall before this date will have insurance terminated unless/until they qualify for fall.

July

August/ Sept

- 8/22 -First day of Classes
- 8/26 GSSP roster closes for updates
- 8/26 Commit to Fund flag removed for students not meeting GSSP requirements; students billed full amount due in September
- 9/2 Census Date
- 9/2 Deadline to submit GSSP exception form
- By 9/15 GSSP tuition and health insurance Journals Posted

The Graduate School

Fulbright Funding: What to Know

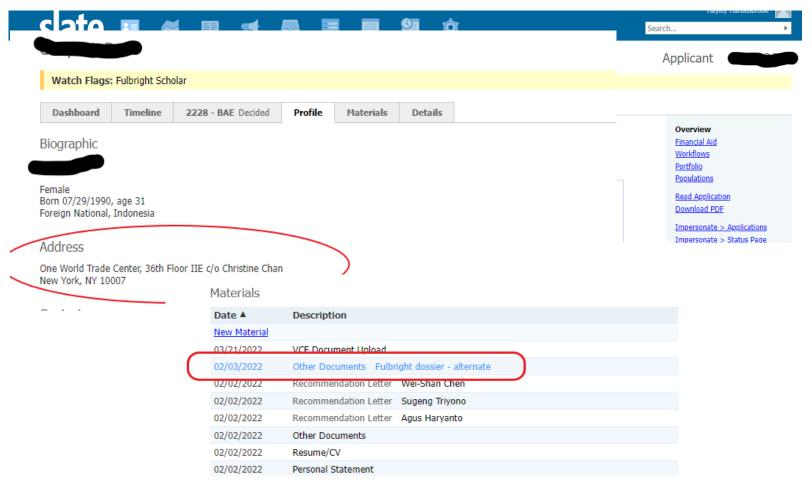
- Department NOT expected to provide funding to student
- Cost sharing agreement between NCSU and Fulbright fully covers tuition, insurance, living stipend
 - Fulbright provides: Instate Tuition, Health Insurance
 - Graduate School provides: Tuition Remission
- Department should not offer assistantship or additional funding without first speaking to Steven Bergman, Director of Sponsored Students
 - Many considerations that Steve handles; e.g. sponsorship allows on-campus work, correct job code (non-GSSP) in HR system, Graduate School approval, wording of offer won't reduce Fulbright award, etc

Reminders:

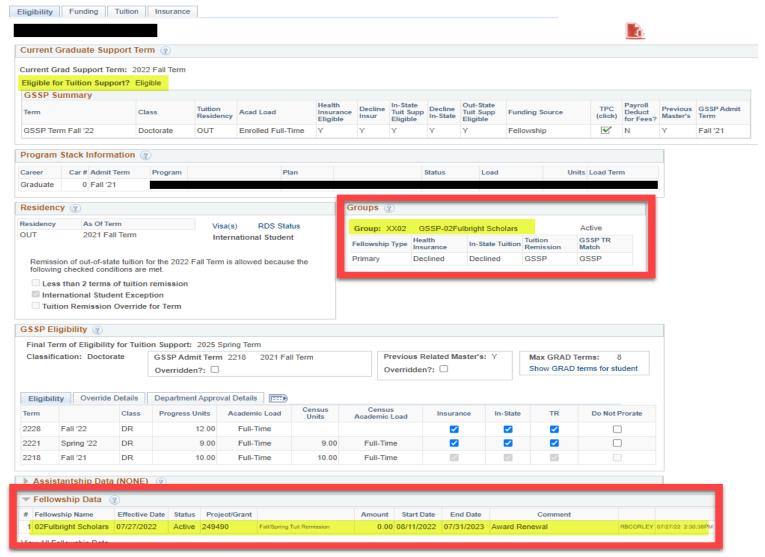
- Actually communicating with Fulbright rather than student. Fulbright submits
 application and does not provide applicant's personal email or allow applicant portal
 access until accepts admission
- Good intentions may lead to bad outcomes. Attempts to supplement Fulbright award with additional living stipend may backfire and Fulbright grant may instead be reduced
- Involve Steve in all conversations. Fulbright may ask for departmental aid (esp.
 Laspau or in later years of student's program) if can't cover full share. Steve needs to
 be involved in these conversations for protection of student, department and
 university
- Fulbright sends annual funding verification form that Steve fills, so needs to be involved in all funding discussions

Identifying Your Fulbright Applicants in Slate

- 1. Watchflag
- Address
- Materials



Identifying Your Fulbright Students in Graduate Support



Resources

GSSP for Administrators: go.ncsu.edu/gssp-admin

GSSP Funding Structure: go.ncsu.edu/gssp-funding

Tuition Rates (ISTA & TR):

University Cashier's Office – Tuition & Fees

Graduate Student Health Insurance Rate (GSHI – RA-TA Plan): RA-TA Plan (Student Blue) Rate

Academic Calendar: https://grad.ncsu.edu/about/academic-calendar/

NC Residency: https://grad.ncsu.edu/admissions/residency/

Additional Resources

Email Lists:

- DGP/GSC Newsletter covers academic, HR, and Financial information
- Graduate School HR/GSSP Information Email List information on GA appointment, HR issues and GSSP information and reminders

https://grad.ncsu.edu/faculty-and-staff/forms/

Past meetings: https://grad.ncsu.edu/faculty-and-staff/gsc-resources/meetings-and-updates/

Graduate Assessment

and other things

Pierre Gremaud

Associate Dean

The Graduate School

Academic assessment?

Process	using evidence to understand and improve student learning in academic programs
Evidence	= data
Understand	= analyze
Improve	= resulting actions

NC State academic assessment

two processes:

- outcomes assessment
- strategic review

four flavors:

- graduate; Graduate School
- undergraduate; OAA
- General Education; DASA
- Administrative; OAA

NC State academic assessment

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Outcomes assessment

- all academic programs subject to yearly assessment
- all academic program develop an assessment plan
- (simplest) assessment plan:

objective #1

- outcome #1
- outcome #2

objective #2

- outcome #3
- outcome #4

objective #3

- outcome #5
- outcome #6

Help and resources

- Academic Program Assessment (APA): http://go.ncsu.edu/apa
- Transition to new software: Anthology
- graduate assessment
- <u>learning outcomes</u> for all NC State programs
- gremaud@ncsu.edu

Technology (website, security, communications)

Darren White

Security

- SIS access instructions: <u>https://grad.ncsu.edu/faculty-and-</u> staff/information-systems/access-instructions/
- New DGP/GSC security request form: <u>https://forms.gle/WJk9vgMe9e2WV1DM7</u>

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 view&sys kb id=743fc4031bea70d44d506288bd4bcbdb

Marketing & Communications

- If you have an outstanding student, let me know (dawhite2@ncsu.edu)
 - 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