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Director of Teaching and Communication Programs
The Graduate School

TA TRAINING

POSTDOC HR



Certificate offerings are currently online (synchronous through Zoom) and are open to all graduate students and postdocs with an interest in teaching



Updates on New TA Workshop (2022)

- In person at McKimmon (Friday, Aug. 12)
- Plenary recording still available from last year
- One full day of programming with morning plenary and afternoon breakouts
- Priority is new TAs but all are welcome to attend
- Registration opens June 6 at go.ncsu.edu/taw

Frequently Asked Questions (2022)

Q: Is the New TA Workshop required?

A: The Graduate School does not require attendance; however, individual departments or colleges are free to make participation a requirement.

Q: My student can't access the registration form. What should they do?

A: They should make sure they're logged into their NC State Google account. This almost always solves the problem.

Q: How many times a year do you offer this training?

A: We provide a full-scale New TA Workshop once per year in August. However, we offer smaller-scale teaching and communication workshops throughout the year.

Main Takeaway for HR Representatives:

*The sooner you process TA hires, the sooner we can let those students know about the **free** training that can help them succeed in their role.*



Updates on Postdoc HR (2022)

- Expect delays
- Actions are due by Thurs. noon to be processed with that week's batch
- Turnaround time (including Central HR) is 7-10 days
- Hires outside the 5-year limit require a detailed justification
- Health insurance premiums up 13% starting July 1

Frequently Asked Questions (2022)

Q: Can you process my urgent action immediately?

A: We will begin processing your action as soon as we can, but we do not own the entire process for most HR actions. For that reason, we ask you to anticipate 7-10 days.

Q: Where do I go with questions about HR? Where do I send postdocs with questions about benefits?

A: Our main account for postdoc HR is postdocadmin@ncsu.edu. More than one person monitors this account, which makes it ideal for queries! We can triage your messages to the right person from there.

Q: When do you plan to hire a new postdoc affairs program manager?

A: This summer, and we will announce it widely when it happens.

Main Takeaway for HR Representatives:

The earlier you initiate postdoc HR actions, the better. Everyone is short-staffed, everything is delayed, but we are doing our best to serve you.

Office of International Services

- Phone: 919-515-2961
- Location: 111 Lampe Drive, Suite 320
- Email: ois@ncsu.edu
- Website: www.internationalservices.ncsu.edu

What We Do

- Manage NCSU's F and J visa programs.
- Advise F/J students on visa rules and issue visa documents.
- Assist departments and university in supporting international students.
- Provide campus and community programming.

Current Operations

- In-person visits limited to confirmed appointments only
- Phone hours
 - M, T, Th, F 8-12 and 1-5
 - Wednesday 8-12 and 2-5
- Most of our services (open advising or “drop-in hours,” appointments, and OPT info sessions) will remain virtual for the time being
- We will update our website as we update our operations

Staffing Update

- As is the case with many university offices, we have experienced a fair amount of turnover since the pandemic began.
- Four new advisors have joined in the last year
 - Ray Espinol
 - Lexi Hyde
 - Thor Duryea
 - Kory Sopko
- Our Intake Specialist helps with student and departmental requests in GlobalHome. Her name is Kathryn Behling
- OIS has three open positions for Intake Specialist, Advisor, and Programs Coordinator

Immigration Software Update

- The majority of our student and scholar request processes are in our new system, “GlobalHome.”
- We continue to build out and enhance GlobalHome by adding additional processes and functionalities.

Fall 2022 Orientation

OIS is excited to announce that International Orientation will be **in-person** this fall!

- Talley Student Union
- Wednesday, August 17, 2022
- New international students on F and J visas should plan to arrive to Raleigh before that date.

Arrival Requirements (New Admits)

- *Ideally* arrive in Raleigh on or before 8/17 (OIS orientation).
- *May* arrive in Raleigh by 8/22 (first day of class) without permission.
- *Must* arrive in Raleigh by 8/26 but **only** with permission from dept. to enter late.
- If they cannot arrive by 8/26 they must defer their admission and plan to begin in Spring 2023 (this can have some consequences for CPT eligibility that can be discussed with OIS if there are questions).

Enrollment Requirements (AY 2022-2023)

- Must be enrolled full-time (generally 9 credit hours) unless approved in writing by OIS for a reduced course load (RCL).
 - If student has a grad load waiver or have met minimum credit hours to enroll in only 3 research credits and are enrolled as such, no RCL is needed as they are coded in the system as full-time.
- COVID exceptions to on-line course limitations
 - OIS is awaiting some clarification of guidance that was recently announced and will email separately on this.
- OIS monitors enrollment and will notify student if there are issues.

On-Campus Employment

- **GSSP changes:** Students are no longer allowed to engage in GSSP or other on-campus employment from abroad (includes continuing students and new admits).
- **Remote work:** OK for students to engage remotely from within the U.S. in their on-campus jobs from immigration regulatory perspective (out of state may still require HR approval).
- **Hours Limit:** Max of 20 hrs/wk when classes are in session (Fall & Spring).
 - This is a regulatory limit. **No one** can make an exception or “approve” >20.
 - Each week is limited to 20 hrs; cannot average hours over 2 week pay period.
 - Students with .5 FTE assistantships are maxed out, cannot accept additional hrs.
 - Please review student’s current employment before adding more.
 - Fall 2022 20 hour/week limitation begins 8/20 .
- Last day of on-campus employment eligibility for Fall graduates (and Spring no-registration students) will be 12/17/2022.

On-Campus Employment: Summer

Maximum allowed hours depends on whether Summer is first or final semester of enrollment.

If Summer Is....	On-campus employment
First semester of enrollment	Maximum 20 hours/week
Final semester of enrollment	Maximum 20 hours/week. All appointments must end as of last day of final exams for Summer 2 (or potentially earlier if student applies for OPT based on defense date within the summer session).
Not first or final semester of enrollment	No hours limitation, OIS announces in student newsletter on our website the dates of summer during which students may exceed 20 hours per week of employment.

Off-Campus Employment

- Off-campus employment is any employment not physically located on NCSU campus OR not paid by NCSU.
 - Still on-campus employment if paid by NCSU and normally occurs on campus but is currently conducted remotely from within the U.S. due to COVID.
- Off-campus employment always requires written authorization from OIS and sometimes USCIS.
- Encourage students to consult OIS re: any employment opportunity that takes place off-campus or is paid by an entity other than NCSU.
 - Most frequent situation we see unauthorized off-campus employment is when student is conducting research at another institution or working for a faculty member's start-up.

As always, if you have any questions,
please reach out to ask!

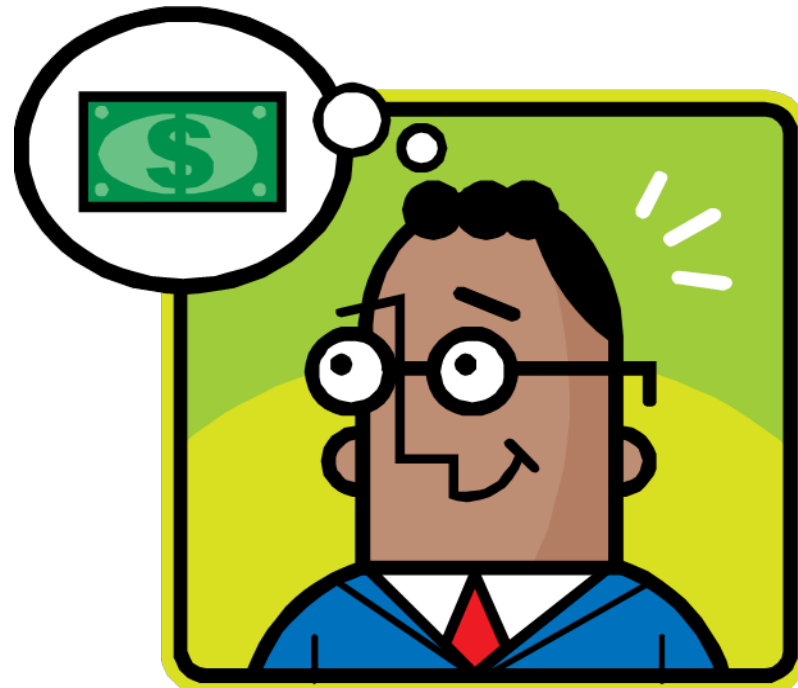
Thank you for all you do to support
international students at NC State!

University Payroll



Most Important Question...

How do I get paid?



Why do students not enroll in direct deposit?

Answer:
“I didn’t know I had to!”



Important



- **Direct deposit is mandatory for employment at NCSU.** Failure to Comply is grounds for dismissal (Reg# 05.45.01 – Direct Deposit of Pay)
- New Hires enroll in Direct Deposit through Employee Self Service.
- Rehires need to make sure direct deposit is still active. Re-enroll if no Direct Deposit information is Active.
- Changes to direct deposit **can** be made through Employee Self Service.
- Pre-notification is now completed for each new Direct Deposit account entered in the HR System in order to confirm the account information is correct.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>June 2022</h1>						
29	30 MEMORIAL DAY	31 1R11 PAYDAY 2X24 Man Ck Cutoff NOON 2R25 Supervisor Lockout at 5PM	1 2X24 Confirm	2 2X24 Dist. Complete 2R25 Final Cleanup HR/Grad/Ben 5 PM 2R25 Timekeeper Lockout at 5pm	3 2X24 Payday 2R25 LOCKOUT	4
5	6 1X11 Off-Cycle Cutoff 5PM 2R25 LOCKOUT/ CONFIRM 1R12 Supervisors/ Managers Approve Pending Time by 5PM	7	8 1X11 Confirm 2R25 Dist. Complete	9 1X11 Dist. Complete	10 2R25 Payday 1R12 CTOD/LWOP by 5pm	11
12	13	14 2X25 Man Ck Cutoff NOON 2R26 Supervisor Lockout at 5PM	15 1X11 Payday 2X25 Confirm 1R12 EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	16 2X25 Dist. Complete 2R26 Final Cleanup HR/Grad/Ben 5 PM 2R26 Timekeeper Lockout at 5pm 1R12 HRIM Lockout	17 2X25 Payday 2R26 LOCKOUT 1R12 HRIM Lockout 1R12 Final Cleanup HR NOON/Ben 5pm 1R12 DIP to Payroll by 2pm 1R12 Timekeeper Approvals & Return LOA by 5PM	18
19	20 2R26 LOCKOUT/ CONFIRM 1R12 LOCKOUT	21 1R12 LOCKOUT	22 2R26 Dist. Complete 1R12 LOCKOUT 1R12 Auth & Supp Pay Approval Rpt to HRIM by 5PM	23 1R12 LOCKOUT/ CONFIRM	24 2R26 Payday	25
26	27 1R12 Direct Deposit Strip Off Deadline - NOON	28 2X26 Man Ck Cutoff NOON 1R12 Dist. Complete 2R01 Supervisor Lockout at 5PM	29 2X26 Confirm	30 2X26 Dist. Complete 1R12 PAYDAY 2R01 Final Cleanup HR/Grad/Ben 5 PM 2R01 Timekeeper Lockout at 5pm	1 2X26 Payday 2R01 LOCKOUT	2

BI-WEEKLY PAYROLL SCHEDULE 2021-2022

Payroll ID	Pay Period Begin Date	Pay Period End Date	# Supervisor Lockout Deadline @ 5PM	# Timekeeper Lockout Deadline @ 5PM	Payroll Lockout - Time Records Taken By Payroll	Payday	Off Cycle Check Cutoff Noon	Off Cycle Check Payday	Holidays
20222R01	Jun 12	Jun 25	Jun 29	*June 30	*July 1	Jul 09	Jul 13	Jul 16	
20222R02	Jun 26	Jul 09	Jul 13	Jul 15	Jul 16	Jul 23	Jul 27	Jul 30	Independence Day Mon Jul 5
20222R03	Jul 10	Jul 23	Jul 27	Jul 29	Jul 30	Aug 06	Aug 10	Aug 13	
20222R04	Jul 24	Aug 06	Aug 10	Aug 12	Aug 13	Aug 20	Aug 24	Aug 27	
20222R05	Aug 07	Aug 20	Aug 24	Aug 26	Aug 27	Sep 03	Sep 07	Sep 10	
20222R06	Aug 21	Sep 03	Sep 07	Sep 09	Sep 10	Sep 17	Sep 21	Sep 24	
20222R07	Sep 04	Sep 17	Sep 21	Sep 23	Sep 24	Oct 01	Oct 05	Oct 08	
20222R08	Sep 18	Oct 01	Oct 05	Oct 07	Oct 08	Oct 15	Oct 19	Oct 22	
20222R09	Oct 02	Oct 15	Oct 19	Oct 21	Oct 22	Oct 29	Nov 02	Nov 05	
20222R10	Oct 16	Oct 29	Nov 02	Nov 04	Nov 05	Nov 12	Nov 16	Nov 19	
20222R11	Oct 30	Nov 12	Nov 16	*Nov 17	*Nov 18	*Nov 24	Nov 30	Dec 03	
20222R12	Nov 13	Nov 26	Nov 30	Dec 02	Dec 03	Dec 10	Pay 2R13	Dec 22	Thanksgiving Nov 25 - 28
20222R13	Nov 27	Dec 10	*Dec 13	*Dec 14	*Dec 15	*Dec 22	Pay 2R14	Jan 07	
20222R14	Dec 11	Dec 24	*Dec 22	*Dec 22	*Dec 23	Jan 07	Jan 11	Jan 14	Winter Break Dec 24 - Dec 31
20222R15	Dec 25	Jan 07	Jan 11	*Jan 12	*Jan 13	Jan 21	Jan 25	Jan 28	Winter Break Dec 24 - Dec 31
20222R16	Jan 08	Jan 21	Jan 25	Jan 27	Jan 28	Feb 04	Feb 08	Feb 11	ML King Jr. Mon Jan 17
20222R17	Jan 22	Feb 04	Feb 08	Feb 10	Feb 11	Feb 18	Feb 22	Feb 25	
20222R18	Feb 05	Feb 18	Feb 22	Feb 24	Feb 25	Mar 04	Mar 08	Mar 11	
20222R19	Feb 19	Mar 04	Mar 08	Mar 10	Mar 11	Mar 18	Mar 22	Mar 25	
20222R20	Mar 05	Mar 18	Mar 22	Mar 24	Mar 25	Apr 01	Apr 05	Apr 08	
20222R21	Mar 19	Apr 01	Apr 05	Apr 07	Apr 08	Apr 15	Apr 19	Apr 22	
20222R22	Apr 02	Apr 15	Apr 19	Apr 21	Apr 22	Apr 29	May 03	May 06	
20222R23	Apr 16	Apr 29	May 03	May 05	May 06	May 13	May 17	May 20	
20222R24	Apr 30	May 13	May 17	May 19	May 20	May 27	May 31	Jun 03	
20222R25	May 14	May 27	May 31	Jun 02	Jun 03	Jun 10	Jun 14	Jun 17	
20222R26	May 28	Jun 10	Jun 14	Jun 16	Jun 17	Jun 24	Jun 28	Jul 01	Memorial Day Mon May 30

Departments set an earlier internal deadline by which employees must turn in timesheets

*Deviations due to holidays

9/28/2021

Deadlines are 5 PM unless otherwise noted

Contact

Meghan Hart
Payroll Specialist
Phone: 919-513-7606
Email: meghan_hart@ncsu.edu

Asha Logan
Payroll Specialist
Phone: 919-513-3548
Email: arlogan@ncsu.edu

Regina House
Payroll Manager
Phone: 919-515-4355
Email: rbhouse@ncsu.edu

PAYROLL OFFICE
1220 Varsity Drive
Campus Box 7233
Raleigh, NC 27695-7233

919-515-4350
919-515-4320 (Fax)
hrpayroll@ncsu.edu

Demar Bonnemere, Communications Manager
Transportation Office

TRANSPORTATION UPDATES

Parking Options

- Graduate Student's may purchase a permit through ncsu.aimsparking.com starting at 10:00 AM on July 14, 2022.
- Permits are sold on first come first served basis and remain semester based. Fall, Spring, Summer I & II or Full Summer
- Permit Type – “CB” (Centennial Biomedical) – permit is exclusively for Vet School students.
- ES King and Western Manor students may purchase an RH or commuter parking deck permit (CB, CC, CD, DD, and W).
- Dan Allen remains Graduate & Employee only.
- Park & Ride Lots
 - Spring Hill, Carter-Finley, Food Lion on Avent Ferry
 - Must register for a free permit
- To see where you permit is valid view our interactive parking map at go.ncsu.edu/interactiveparkingmap

Commuter 2-Year Parking Permit Rates

PERMIT TYPE	COST – 2021/2022	COST – 2022/2023
CC	\$210	\$210
CD	\$210	\$210
DD	\$210	\$210
CB	\$210	\$210
F	\$185	\$185
L	\$80	\$80
V	\$105	\$105
W	\$210	\$210
Summer Session 1 & 2	\$50	\$50
Summer Full	\$75	\$75

HOW TO CONTACT US

Phone:
919-515-3424



Email:



ncsu-transportation@ncsu.edu

Twitter:

@NCStateTranspo (Transportation Dept.)

@NCSUWolfline (Wolfline)

@NCSUWolftrails (Wolftrails)



INTERNATIONAL EMPLOYMENT, I-9s AND E-VERIFY

Jill Blitstein, International Employment Manager
Bernadette Clarke, I-9 Program Coordinator

June 3, 2022

International Employment

- What we do:
 - Obtain nonimmigrant (temporary) status for faculty, staff or postdocs: H-1B, TN, E-3, O-1
 - Obtain immigrant (permanent) status via employment sponsorship for faculty or staff employees to get permanent residence (“green card”)
 - NC State cannot sponsor postdocs for green cards

International Employment

- Common HR employment issues for foreign national graduate students in F-1 status:
 - After graduation and after F-1 I-20 immigration document has expired, student cannot continue to work unless they have a valid EAD (employment card) in-hand
 - This may lead to gap in employment between I-20 end date and date student receives EAD card in mail
 - Student cannot work even if EAD card is in-hand IF the start date on the card is a future date
 - No “volunteering” during this period – violation of university guidelines regarding unpaid work
 - Program end date on the I-20 form is the end date for employment authorization and is the date HR is tracking
 - If I-20 date changes, unit needs to complete an updated I-9 form with student, to track new employment end date

I-9 Program

- I-9 Employment Eligibility Verification Form
 - Required for all new hires (and some rehires) to university within a certain period of time
 - Also required for new foreign students without SSNs!
 - I-9 Guardian: our electronic I-9 system in which we complete and store our I-9 forms
 - Only trained and licensed system Users can complete I-9s for NC State
 - Foreign national students might have multiple I-9 forms, if program end dates (and therefore employment end dates) keep changing

I-9 Program

- E-Verify program
 - Federal database that verifies employment eligibility of new hires; required use per state law
 - I-9 Guardian system sends I-9 data to E-Verify system electronically, but
 - **Valid SSN is required to send data to the E-Verify system**
 - **New foreign national grad students MUST apply for and receive a valid SSN before we can finish the required E-Verify process**

I-9 Program

- I-9 Reminders:
 - Foreign national graduate students can start working before they check in with OIS; BUT
 - Until OIS updates the government's SEVIS system (during check-in), we will have issues with E-Verify (inability to verify immigration status)
 - E-Verify instituted a new rule: we only have 10 days from notification of an E-Verify issue in which to address it - OIS can't always get to this within 10 days!
 - Big issue every July/August/September
 - Still must timely complete I-9; we just have to wait to do E-Verify

I-9 Program

- I-9 Reminders:
 - The I-9 start date can/should be the date that the person actually shows up and starts to perform the services
 - Does not have to be the official first day of the semester or any other required “system” date
 - Communicate actual start dates of grad students with your I-9 Users in your college or department!
 - Can still complete I-9 even if job action is not in JAR or NextGen yet
 - Please email I9questions@ncsu.edu with ID#, start date and active email address for us to create the I-9.

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

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)***

Hours / FTE

- Graduate Students may work up to 29 hours, 0.725 FTE combined with all other on-campus appointments.
- International students on F-1 visas are restricted to 20 hours, 0.5 FTE combined with all other on-campus appointments while enrolled.
- *Can a student work over 29 hours?*
- Yes, with College Dean approval in Next Gen
- Students working more than 29 hours can lose their FICA tax exemption.

Appropriate Dates

Teaching Assistantships

Can work throughout the year during specified periods.

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

International students may continue to receive compensation after graduation, but must stop working.

- 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.

Other Assistantships

Allowed anytime throughout the year.

We encourage the use of semester dates, however, alternative begin and end dates are allowed.

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.

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.

Calendar Deadlines

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

- Next Gen is currently open for Fall 2022 GA appointments **as of May 18th**.
- 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 completely processed and modifications must be entered prior to the auto-term.
 - For August 15th job end dates, the auto term will run **on July 27th**.
 - All Modifications should be made **prior to July 27th** .
 - **After July 27th**, you can only enter New Grad Appointments or Rehires.
- Individuals on active/qualifying appointments have **until Census (Sept 2nd)** to sign up for **payroll deduction for student fees**.
- **Payroll Calendar Important Dates**
 - The 2022-2023 bi-weekly payroll calendar has not yet been published.

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	5/16/20xx – 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.
- Retroactive transactions more than thirty (30) days in the past requires Graduate School approval before submission.

 **Error:** Effective dates more than 30 days in the past will require Grad 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.

International Admissions

- **International Students Coming from Another US Institution:** These students are *transferring* their current immigration record to NC State.
 - Legally cannot work at NC State before date of immigration transfer – Hayley Hardenbrook, International Admissions Specialist in the Graduate School, has that date if need to confirm (hdharden@ncsu.edu)
 - If transferring, can work over summer before start of program without being enrolled, as long as transfer date has passed

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/gsc-
resources/meetings-and-updates/](https://grad.ncsu.edu/faculty-and-staff/gsc-resources/meetings-and-updates/)

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* and health insurance benefits at no cost to them.

*[Semesters of eligibility](#)

Size & Scope – FY 2022

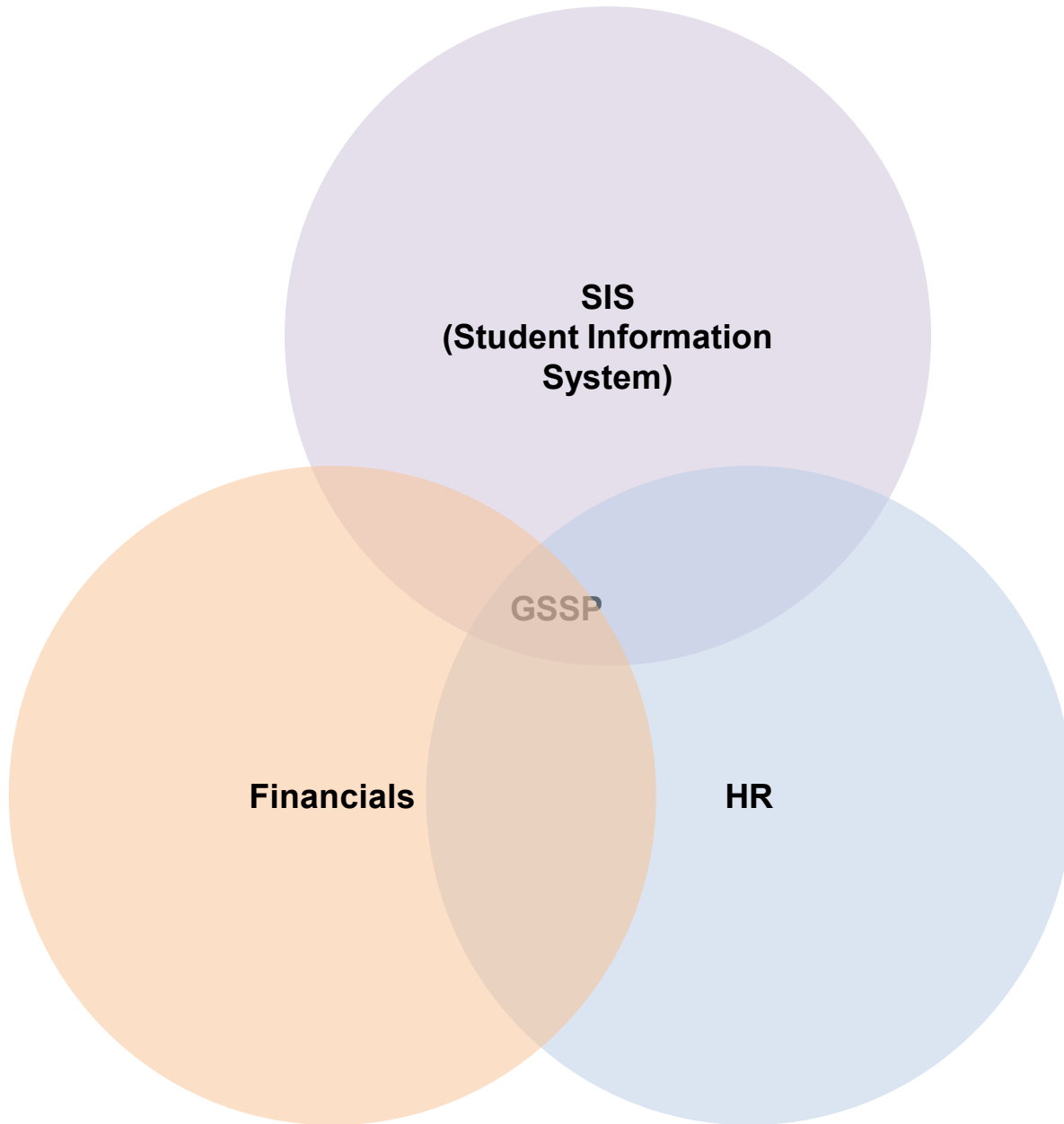
Participation:

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)
 - » \$13.1M from Contracts & 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**
 - 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.

Receiving Benefits

Once a student actively meets all eligibility requirements ahead of Fall or Spring semester, OR once the department commits to fund the student on the Graduate Support Roster, 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.

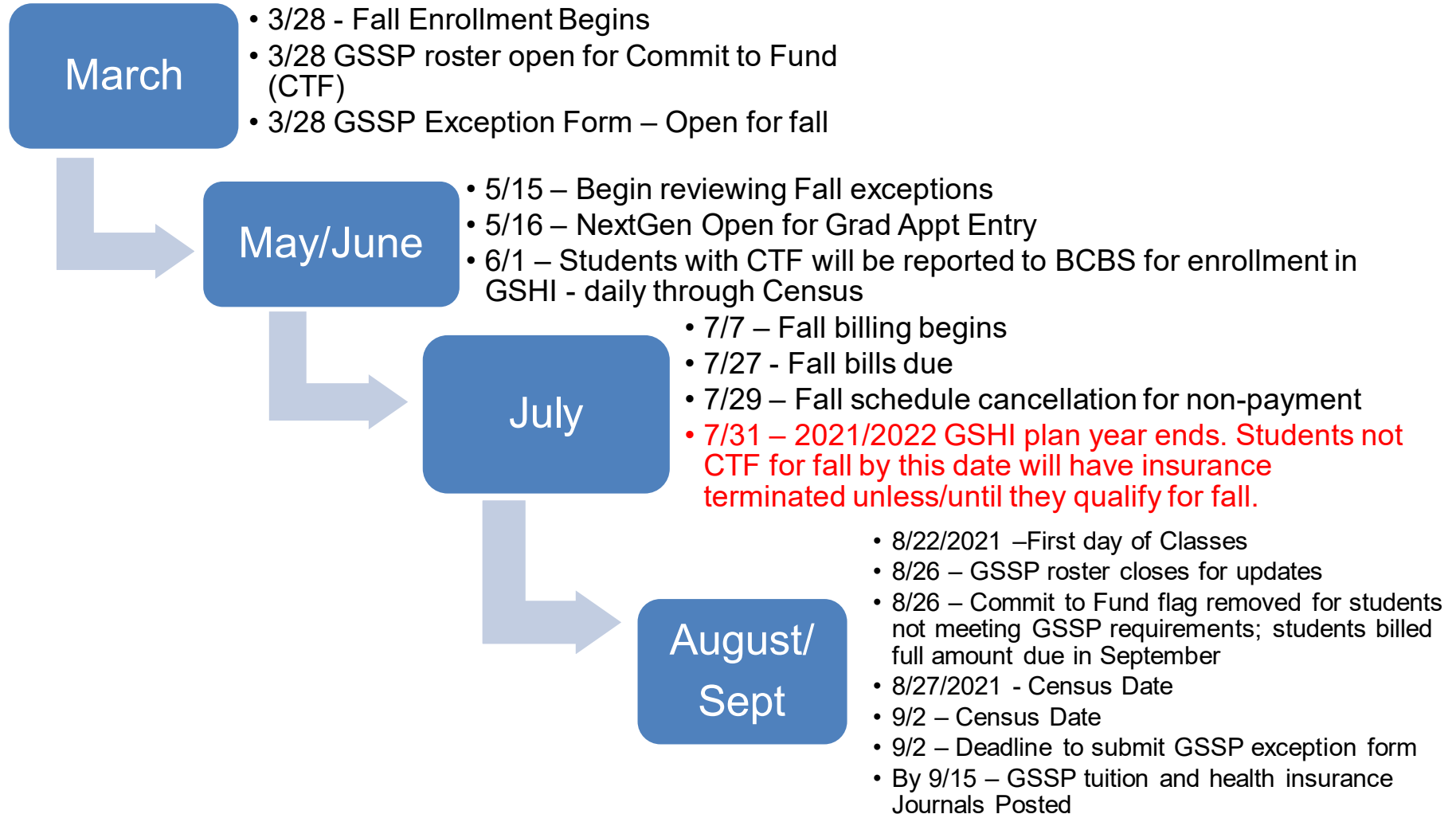
BUT, timely action on the part of the student and appointment sponsoring program is *important*. The student is ineligible for GSSP benefits if eligibility requirements are not met by Census Day each semester.

If a student fails to meet all GSSP eligibility requirements at all times, they may lose all or a portion of their benefits.

Salary Redistributions

- GSSP process captures funding data as of Census Day
- Any changes after Census are **not captured**, even if backdated
- HR actions impact financials and GSSP
- Departments must [notify the graduate school](#) if SDC's impact [state funds](#).

GSSP Timeline – Fall 2022



Key Reminders

- TIMING
 - Billing date
 - Bill due date
 - Spring Health Insurance Termination
- Fall appointments should be entered now
- Communicate with the student's academic home department if they are working outside of the department
 - Eligibility
 - Exceptions
 - Commitment to fund

GSSP Resources for Administrators

- Graduate Support Roster (eliminates the need for many queries)
- Data Requests :
 - <https://grad.ncsu.edu/faculty-and-staff/forms/>
 - <https://form.asana.com/?k=9llkD-4DyolsQVS-4dDMYw&d=941899506210581>
- GSSP for Administrators:
 - go.ncsu.edu/gssp-admin

Training

To request GSSP training contact:

Dare Cook, GSSP Manager

decook@ncsu.edu

GSSP Roster Refresher drop-in zoom sessions:

Friday, [June 10](#) and Friday, [June 17](#) 2-4pm

To view a previous GSSP presentation for researchers:

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Questions???