

Graduate Assistantships & Fellowships

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**Graduate Appointments and
Fellowship Coordinator**

Types of Assistantships & Requirements

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

Requirements

- Admitted to a graduate degree-seeking program
 - Certificate students can only be hired into a Graduate Services Assistant or A198 position
- Job code should match the actual work that is performed
- GAs who fail to perform assigned duties to a satisfactory level or who are not making adequate academic progress toward degree completion should not continue to be funded
- GAs are expected to maintain good academic standing (3.000 GPA or higher) at all times. The Graduate School actively monitors this requirement

GA - Hours / FTE

- Domestic 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 during Fall and Spring semesters.
- Domestic students can work more than 29 hours/week with College Dean approval.
- During the summer months (May 16 – August 15), international students may work more than 20 hours a week except when it is their first or last semester.
- **FICA tax exemption:** Graduate students must work less than 30 hours per week and be enrolled at least half time (3 hours during fall/spring semesters/1 hour in summer) for FICA tax exemption. If students do not meet BOTH criteria, Social Security and Medicare taxes will be withheld from their paycheck.
- **Graduation:** International students who are graduating must separate from all on-campus employment as of the date of graduation for the respective semester. (**For summer graduates, that graduation date is the final day of exams.**) TAs are expected to have completed all work by the date of graduation but may remain employed through the end of the semester.

Appropriate Dates

Teaching Assistantships	Other Assistantships
<p>Can work throughout the year <u>during specified periods.</u></p> <p>Fall Semester: 8/16/20xx – 12/31/20xx Spring Semester: 1/1/20xx – 5/15/20xx Academic Year: 8/16/20xx – 5/15/20xx Summer I: 5/16/20xx – 6/30/20xx Summer II: 7/1/20xx – 8/15/20xx Full Summer: 5/16/20xx – 8/15/20xx</p>	<p>Allowed anytime throughout the year.</p> <p>We encourage the use of semester dates, however, alternative begin and end dates are allowed.</p>
<p>International students may continue to receive compensation after graduation, <u>BUT they must stop working as of the date of graduation.</u></p>	<p>International students who are graduating must be terminated from their assistantship as of the date of graduation.</p>

- 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.

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Fellowships

- No work obligation financial awards
- Not considered employment; considered financial aid
- Payments are not considered wages
- Can be funded by the Graduate School, College, or Department
- Disbursed through monthly payments
- Use the [Graduate Fellowship Information Form](#) to submit your requests for fellowship payments
- College and Departments must submit forms **at least (1) one week** prior to the award disbursement date to be processed in a timely manner

Fellowships - Continued...

- Student must enroll in [Direct deposit](#) for financial aid (managed by Cashier's Office)
- Processed within financial aid year: 8/1/2023 - 7/31/2024
- International Students must have a current tax assessment on file to receive award but do not need SSN

Primary Fellowship	Supplemental Fellowship
<p>At least \$3,750/semester for Master's students.</p> <p>At least \$5,625/semester for Doctoral students.</p>	<p>Less than \$3,750/semester for Master's students.</p> <p>Less than \$5,625/semester for Doctoral students.</p>
<p>Eligible for GSSP benefits</p>	<p>DO NOT qualify for GSSP benefits</p>

* Inform Graduate School at the time of Fellowship form submission if the Project cannot bear GSSP costs.

Calendar Deadlines

▪ Next Gen

- The 90-day window for Fall 2023 GA appointments opened **on May 18th**

▪ Auto-Term Process

- Auto-term rows are entered on Wednesday night, three weeks prior to expected job end date.
- Rehires cannot be entered until after the separation is completely processed but modifications must be entered prior to the auto-term.
- For August 15th job end dates (Summer Hires), the auto term will run **on Wednesday, July 26**.
- All Modifications must be processed **prior to July 26** .
- **After July 26**, you can only enter New Grad Appointments or Rehires.

▪ Payroll Deduction for Student Fees

- Students on active/qualifying assistantships will have **until Census (September 1)** to sign up for Payroll Deduction via their MyPack portal. In order to not have their schedules cancelled, they need to sign up **prior to the Fall Schedule Cancellation Date (July 28)**.

▪ Payroll Calendar Important Dates

- The first pay day for August 16th hires is **on Friday, September 1**.
- Students receive their first “full” pay check **on Friday, September 15**.
- Use the [2023-2024 bi-weekly payroll calendar](#) to monitor pay periods, paydays and check for payroll lockout periods.

GA Stipend Calculator

Graduate School has developed 2 GA Stipend calculators to assist departments and students.

- [Graduate Stipend Estimated Payments Calculator](#): Calculator to assist student estimate their net biweekly stipend if they enroll for payroll deductions.
 - Calculator also shows the prorated stipend for first and last paycheck of the semester
- [GA Stipend Calculator](#): Calculator to assist departments to determine the amount to enter in the NextGen system for student stipend.

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 will delay their first paycheck.
- Please monitor the progress of your NextGen actions using the Graduate Worklist.
- Check the enrollment status of your international students on GA support during the summer months. **They cannot work more than 20 hours per week if enrolled during their first or last semester.**
- 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.

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

Resources

Student Funding Website

<https://grad.ncsu.edu/student-funding/>

- GA Policies/Forms
- Bi-weekly Payroll Schedule (Student Version)
- GA Appointment Checklist
- International Student Resources

Resources for Student Funding (Faculty/Staff)

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

- GA Stipend Calculator – Annualized rates/actual payment amounts
- Payroll Worksheet – Payroll calendars/Auto-term schedules
- NextGen Grad Appointment System Help Guides
- Fellowship Awards

Past Meetings and Presentations

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

Contact Information



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