

Fall Graduate Students Guidelines

Fall assignments for **Teaching Assistants (TA)**, **Teaching Fellows (TF)**, **Instructional Assistants (IA)**, **Graduate Assistants (GA)**, **Research Assistants (RA)**, and **Research Assistant/Tuition Eligible (RA/TE)**, start on 9/01 for new hires, rehires, transfers, return from summer work break, and return from leave of absence.

All new hires or rehires with more than one year of separation, must have a completed I-9, Direct Deposit, and 4-page Personal Data Sheet. Departments must ensure that employees do not have outstanding debt with the university campuses before initiating an ePAR.

Teaching Assistants, Teaching Fellows, and Instructional Assistants are 9-month employees and their assignment starts 9/01 and continues through the Spring semester. If this assignment will not continue into the Spring semester, then create a change Employment Status ePAR to terminate assignment effective 1/16.

Teaching Assistants, Teaching Fellows, and Instructional Assistants who are **enrolled** and working during the Fall should be placed in one of the job codes listed below.

1100	Teaching Assistant
1110	Teaching Fellow
1120	Instructional Assistant

Graduate Assistants, Research Assistants, and Research Assistant/Tuition Eligible are 12-month employees and their assignment starts on 9/01 and continues through the Spring semester. If this assignment will not continue into the Spring semester, create a Change Employment Status ePAR to terminate assignment effective 1/16.

Graduate Assistants and Research Assistants who are **enrolled** and working during the Fall should be placed in one of the job codes listed below.

3080	Research Assistant
3160	Graduate Assistant
3081	Research Assistant/Tuition Eligible

Graduate students who are enrolled, but are not eligible for the above titles are to be paid an hourly rate. This title is not insurance eligible and will NOT generate a stipend for the employee.

5050 Graduate Assistant/Non-Exempt