

Graduate Assistantships and Associateships: Supervisory Guidelines

Semester Contracts Only

Graduate Assistants/Associates will need a new [student ePAF](#) request completed and submitted each semester.

The deadlines for submitting a Graduate Assistant and Graduate Associate ePAF are August 1 for Fall semester; December 1, for Spring semester.

Please use the following dates of employment*:

Fall Term	August 20 – December 4, 2018
Spring Term	January 7 – April 30, 2019

*Exceptions to these terms must be approved by Graduate School Dean.

Approval Process

The student ePAF system automatically routes GA hires through the appropriate departments. The hiring department should complete all Human Resources (HR) required forms with the student and submit those directly to HR (see next section for International Students).

International Students

According to USCIS federal regulations, international students holding an F1 or J1 student visa are only allowed to work on-campus for 20 hours per week (Sunday-Saturday) during the fall and spring semesters. This limit on the number of hours that they can work is inclusive of any work undertaken pursuant to that employment under a scholarship, or assistantship, employment in the library, etc. For example, a student employed 20 hours per week in an assistantship is ineligible to work anywhere else under the on-campus provision.

The student ePAF system identifies the international student based on their Winthrop ID #. Additional forms may be required by HR from the International Center.

Grant Assistantships or Associateships

For Graduate Assistantships or Graduate Associateships hired as part of grants or grant-match allocations, please contact the Dean of the Graduate School (ext. 2204) for help in completing a GA ePAF.

Stipend is \$7,000

All full-time Graduate Assistants and Associates, regardless of tuition grant award receive a \$7,000 annual stipend. This equates to \$3,500 a semester, for 20 hrs of work per week. (See below for Supervising Graduate Associates' work hours.)

Tuition Grants

Graduate Assistants/Associates receive fixed tuition grants.

For example:

A Graduate Assistant or Graduate Associate earning total annual compensation of \$14,000, will earn a \$3,500 per semester in stipend plus \$3,500 tuition grant each semester.

A Graduate Assistant or Graduate Associate earning total annual compensation of \$10,500, will earn \$3,500 per semester in stipend plus \$1,750 tuition grant each semester.

Out-of-State Graduate Assistants and Associates

Out-of-state Graduate Assistants and Associates will pay in-state tuition rates as a result of receiving a tuition grant as part of their compensation.

Graduate Assistants and Associates Must Pay Tuition and Fees

Graduate Assistants and Associates are responsible, like all other graduate students, for paying their tuition and fees. However, Graduate Assistants and Associates receive other unique benefits to help with this process. Graduate Assistants and Associates are automatically enrolled in the “3 payment plan” (see “[GA 3-Payment Plan](#)” form). Tuition payments begin much later in the semester, well after they have begun receiving their stipend. In the Fall semester, for example, the first tuition payment for Graduate Assistants and Associates who select the “3-Payment Plan” will be October 4.

Notify Graduate School of Termination

Because schedules for Graduate Assistants and Associates are automatically validated, supervisors must notify the Graduate School if a student chooses not to accept a position, resigns from a position, is removed from the position, or is placed on academic probation. The student is responsible for any fees that may result from this action.

Supervising Graduate Assistants

Graduate Assistants will receive stipends and will be paid typically in equal installments throughout the semester. Be sure to check the [Payroll Calendar](#) to determine how many installments your GA will collect.

Supervising Graduate Associates

- Because of FLSA regulations, Graduate Associates are non-exempt employees and, therefore, need to complete time sheets on Wingspan for hours worked during each pay period.
- As a result, calculate the hourly wage for the Graduate Associate on the ePAF. For Graduate Associates working 20 hrs a week for 15 weeks during one semester, their hourly wage would be no less than \$11.65/hour, which equates to \$3,500 a semester.
- Graduate Associates will only be paid for hours worked. They will not be paid for weeks they do not work (e.g. Fall and Spring Breaks). Supervisors and Graduate Associates should plan accordingly (work extra/fewer hours other weeks or throughout the semester) in order to earn the total semester stipend of \$3,500.
- Supervisors must supervise the hours worked by Graduate Associates. If the student earns more than \$3,500, the overage will be covered by the hiring unit’s operating budget. Graduate Associates must be paid for all hours worked. It is important to keep track of the total amount earned as the semester proceeds to prevent going over the \$3500 limit.