Please see the communication from Jeni Hart regarding the change in the graduate assistantships for this coming academic year.

Amy

Colleagues,
I believe you should all be aware of the change in the way we disperse the stipend for 9-month graduate assistantships. However, OGS and HR have received a number of questions, so Jatha Sadowski, Director II, Human Resources, asked me to forward the following. She will also share with fiscal and HR staff so that they have this information.

All –In March the Office of Graduate Studies communicated how the campus would handle graduate assistantship disbursements for Academic year 18-19 (see below.) We have received a number of questions/concerns since PeopleSoft will reflect a start date of August 1. Many of you who assist in the process thought the graduate student would have to come to New Employee Registration (NER) before August 1.

This pay is a *stipend* and is not directly tied to the day the student starts or ends their graduate assistantship. Our goal is to ensure these individuals are paid in August and have a consistent amount of pay distributed from August – May. Following are the steps to follow to ensure that the Graduate Assistant receives pay in August.

1. No later than August 17, 2018 – Department initiate ePAF - **CRITICAL STEP**
2. August 20 - Classes start
3. **No later than August 21, 2018** – Those with Graduate assistantships attend NER – **CRITICAL STEP**

Several actions must occur to ensure pay – i.e., the ePAF must be initiated timely and the graduate student must attend NER timely. If those things occur the individual will receive pay on the August pay cycle.
Colleagues,

I want to alert you to a change in how 9-month assistantship stipends will be disbursed for the next academic year. There are no changes to stipend disbursement for 12-month assistantships.

After discussion with the Graduate Professional Council, and in conjunction with Human Resources, the Office of Graduate Studies requests that all students who are in a 9-month qualifying assistantship title (i.e., graduate instructor, graduate teaching assistant, graduate research assistant, graduate fellow (not fellowship), and graduate library assistant) receive their stipends in 5 equal allotments in the fall semester (August, September, October, November, December) and 5 equal allotments in the spring semester (January, February, March, April, May). For example, if they are PhD students who receive the minimum stipend for a .5 FTE assistantship, they will receive $1,802.60 each month before any withholdings. This will go into effect for Academic Year 2018-19. For purposes of processing the stipend, the assistantships that begin in the fall semester will be effective August 1 and those that begin in the spring semester will be effective January 1. This will go into effect for Academic Year 2018-19.

There are many reasons for this change. First, students will be able to better plan and budget. They will have stipend resources in August and in May, allowing them to more easily pay rent, student fees, etc. Second, consistency in how stipends are dispersed among all students with assistantships is important. Third, this change will create efficiencies in how fiscal and HR staff are completing paperwork to process assistantships. Fourth, assistantships are, in part, an element of students’ academic socialization and education and are not hourly positions, thus receiving a stipend better reflects the intent of the position.

Graduate students will continue to be able to hold hourly positions, but hourly positions do not qualify for tuition waivers or insurance subsidies. In these cases, students should be hired in a student title such as graduate assistant.

Academic departments and programs can independently determine the 9-month start and end date during the August 1-May 31 timeframe to reflect when a student should start and complete the activities related to their assistantships. Although students will receive stipend
аллотования более 10 месяцев, они только ответственны за свои стипендиальные роли за 9 месяцев, как это было принято ранее. Студенты будут продолжать требование подать новый найм/подготовку документации с финансового/персонала и сделать это как можно скорее после их прибытия на кампус. Нынешние студенты будут информированы о изменении в распределении в следующем выпуске Нового Офиса Студентов Градуата. Пожалуйста, информировать новых студентов, где это приложимо. Я встретился с финансово/персонала прошлого месяца, чтобы обсудить эти изменения и попросить их обратить внимание, они уже в курсе этих изменений, но я советую вам поделиться этим сообщением с ними также.

Should you have any questions, please let me know.

Best,
jeni

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