

GRADUATE ASSISTANTSHIPS/ASSOCIATESHIPS

The University of Arizona Graduate College

2009 - 2010 GA HIRING MANUAL

Graduate College
Administration Bldg • Rm. 322
Phone: 621-3471
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Graduate Assistantships/ Associateships

ACADEMIC ELIGIBILITY

GRADUATE ASSISTANTS/ASSOCIATES (GAS) MUST:

- Be students enrolled graduate degree programs at The University of Arizona. Students admitted in an International Special status may hold an assistantship for no longer than one year. GAs in this status are, however, subject to the same enrollment and academic requirements as any degree candidate holding an assistantship.
- Have an admitting GPA of 3.0 or higher if a new student or maintain a 3.0 cumulative GPA for all University of Arizona graduate credit courses. Departments can request a one-semester exception by submitting an exceptional hire request to gahelp@grad.arizona.edu. Information that **must** be included is why this student is being hired over other students available. NoAs for low GPA exceptions can only be for one semester.

GRADUATE ASSOCIATES MUST, IN ADDITION TO THE ABOVE:

- Be enrolled in a doctoral degree program with either a master's degree or 30 units of doctoral work.
- Retain associate status unless converted to a non-doctoral degree program as a Graduate Assistant or change hiring departments.

EMPLOYMENT STATUS AND LIMITATIONS:

GAs are salaried employees and the hours reported for them may not be reduced in most cases. Contact the Graduate College for further information.

GAs are classified as student employees. As such, they are:

- Limited to no more than 30 hours per week in total campus employment during periods of enrollment to maintain student employee status. Employment for ***International Students*** on F-1 or J-1 visas must be limited to ***20 hours per week*** while school is in session (Summer

sessions are voluntary and are not limited.) **This is a Federal regulation and the department is responsible for adhering to it.** For any questions regarding this regulation, please contact International Student Programs and Services at 621-4627.

- Exempt from deductions for Social Security taxes (FICA) during semesters or summer sessions when officially enrolled. **Minimum enrollment for the exemption is six (6) units per semester for Fall/Spring or three (3) units per summer session.**
- Required to discuss with their supervisor any employment outside of The University of Arizona as this may interfere with their ability to carry out their duties effectively.
- Not eligible for participation in The University of Arizona's faculty/staff employee benefits program or the State of Arizona Retirement Program.
- GAs hired on academic year contracts are NOT required to work before the start of classes, after finals, or during winter and spring break periods as part of their appointment, except for special circumstances which must be articulated in writing prior to hire. GAs are hired for the 'whole job' and therefore required to perform work whenever it may be necessary (just like FLSA exempt employees, though GAs are not considered employees under the FLSA). GAs may have preparation work to do before classes start. Work requirements must be articulated prior to hire as with any employee. Any hours worked above the norm must be paid via supplemental compensation (see section 4, page 18 for details).
- GAs hired on fiscal appointments must be paid using the UC code during the holiday closure if working in a closed unit.
- Students may hold appointments as a GA in a maximum of three departments simultaneously as long as the combined FTEs do not exceed .75.
- According to Arizona Board of Regents policy, GAs are not eligible for concurrent employment as staff or faculty. They may however, be eligible for additional compensation on Supplemental Compensation. See Chapter 4, page 18 for further information.

ENROLLMENT LIMITATIONS

Academic Year: (FALL & SPRING SEMESTER)

- **Minimum Enrollment:** GAs are required to enroll for and complete a minimum of **six (6)** units of **graduate credit** each semester or a higher number if required by the college. **Undergraduate and/or officially audited graduate courses are NOT included in this total.**
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- **Minimum Enrollment:** GAs are not required to enroll during the summer session to maintain student employment. GAs that are not enrolled for at least **three** (3) units per session **will** have Social Security taxes (FICA) withheld from their paychecks.

MINIMUM TRAINING REQUIREMENTS:

- **GATO/TATO:** GAs who will have direct instructional contact with students are required to FULLY participate in the Graduate Assistants/Associates Teaching Orientation ("GATO"), presented by The University Teaching Center and The Graduate College. The GATO is a partial-day on-site presentation (longer for international TAs). TATO (Teaching Assistant Training Online), available in D2L, is comprised of several on-line modules. Only the UA Policies is required and students must achieve a minimum score of 95 to be considered passing. Students scoring less than a 95 after their third attempt will require remediation with their department and the Graduate College must be advised of the course of that remediation. Both the on-site and the on-line components must be completed before a TA is considered in compliance with the training requirement. Students who have previously completed the GATO/TATO need not attend again. Screen 8 in SIS indicates if the GA has attended previously. Information about TA Training can be found at <http://www.utc.arizona.edu/>.
- **Departmental Orientation:** Departments must also provide training to cover specific information relevant to the individual department and the course(s) to be taught.
- **TOEFL:** International students must demonstrate proficiency in English as one of the conditions for admission. Submission of a minimum score of 550 paper-based, a computer-based score of 213 or an iBT (web-based) score of 79 on the Test of English as a Foreign Language (TOEFL) is required for all applicants whose native language is not English. Departments may require higher scores. The International English Language Testing System (IELTS) examination can be submitted in lieu of the TOEFL. The minimum IELTS score requirement for admission consideration is a score of 7, with a score of no less than 6 on any individual module. In the case of both the TOEFL and the IELTS, test scores must be dated within two years of the date of enrollment. To register for the TOEFL, identify test locations and obtain practice tests, please check <http://www.toeflgoanywhere.org/> For information on the IELTS, please check the IELTS website at <http://www.ielts.org/>

- **English Proficiency for International GTAs--TSE/SPEAK/T-BEST:**

All GTAs engaged in direct student contact whose NATIVE language is NOT ENGLISH and who are NOT CITIZENS OF THE U.S. OR PERMANENT RESIDENTS must demonstrate proficiency with spoken English. Verification of a passing score is required ***before*** the student's hiring paperwork will be processed. The Task-Based English-Speaking Test (T-BEST) has replaced the Speak Test as of August 1, 2008. Minimum scores for these tests are shown in the chart below.

| Test Type | Minimum Score | Duties |
|----------------------------|---------------|--|
| iBT (internet-based TOEFL) | 26 or higher | No teaching limitations. No need of further screening through T-BEST. |
| | <26 | GA must take T-BEST <i>before</i> being appointed as Graduate Teaching Assistant/Associate |
| TSE/SPEAK | 50 or higher | No teaching limitations |
| | 45 | Students must take GRAD 697D and/or GRAD 697E or CESL classes to teach in English. They are approved to teach their Native language, assist with lab set-up and grading, and hold office hours. |
| | <45 | Not eligible for TA position; must take CESL classes |
| T-BEST | 7 | Eligible for instruction in most departments. |
| | 6 | Students must take GRAD 697D and/or GRAD 697E or CESL classes to improve their English. They are approved to teach their native language, assist with lab set-up and grading, and hold office hours. |
| | <6 | Not eligible for TA position; must take CESL classes |

Students that have scored 26 or above on the Speaking Subtest of the iBT will not need further screening. Those that score below 26 on the Speaking Subtest of the iBT or who have not taken the TSE/SPEAK test prior to August 1, 2008 will be required to take the T-BEST. The T-BEST Test will be administered on campus at the University of Arizona. Check the Graduate College web site at www.grad.arizona.edu for dates and further details. TOEFL-iBT scores can be found in Matrix under SMS Student-Applicant Test Scores. TSE/SPEAK scores of international students who have taken this test earlier can be found in SIS on screen 221. Departments may request a waiver of the T-Best requirement for students exempted from taking the TOEFL due to prior degrees from U.S. institutions. Please contact Cynthia Ann Bjerk-Plocke at 621-7815 or cbjerk@grad.arizona.edu to set up an interview with Dr. Maria Teresa Velez.

ADDITIONAL REQUIREMENTS:

- **No commercial activity:** The Graduate Council has ruled that GAs not be allowed to engage in any commercial activity relative to the courses with which they are assisting at this university (e.g. selling course materials or conducting paid review sessions for courses in which they are directly involved as a GA).
- **Assignment to graduate level classes:** GAs may not be the instructor of record for classes giving graduate credit. Duties of GAs involved in graduate level classes should be restricted to non-subjective grading, lab setup, web site maintenance and general advising.

IMPORTANT LINKS:

- Arizona Board of Regents (general policies) : <http://www.abor.asu.edu/>
- Dean of Students (Student Code of Conduct and Code of Academic Integrity): <http://dos.web.arizona.edu/policies.html>
- University Handbook for Appointed Personnel (intellectual property, conflict of interest, equal opportunity and affirmative action policies): <http://uhap.web.arizona.edu/index.html>

Benefits for Graduate Assistants/Associates

The benefits that GAs receive may impact their aid eligibility should they apply. Students should be advised to contact the Office of Student Financial Aid at <https://financialaid.arizona.edu> for further information.

GA REMISSION:

- GAs are eligible for remission of their **base** in-state tuition (AKA registration fees, resident tuition). The remission amount is dependent on FTE and number of units. GAs appointed at half time or higher will receive a 100% remission of **base** in-state tuition charges and those appointed at less than half-time will receive a 50% remission. The GA Remission does not cover **any** of the miscellaneous charges, course fees, department and/or college-specific fees, or any other charges not directly related to tuition. The Graduate College will apply the GA Remission amounts to the GAs' student account approximately three (3) weeks after the start of classes, or at the time that the hire is complete if hired later in the semester. Students whose accounts are paid in full before the remission is applied may request a refund by contacting the Bursar's Office. Any other pre-existing and/or outstanding charges must be paid before a refund will be issued.

NOTE: THIS BENEFIT IS NOT AVAILABLE FOR WINTER AND/OR SUMMER SESSIONS.

Tuition amounts can be found at <http://www.bursar.arizona.edu/students/fees/index.asp>.

- GAs hired after September 8, 2009 (fall) or January 25, 2010 (spring) will be credited a prorated amount. Students that have paid their registration charges in full before being hired will be reimbursed. Should the appointment end for any reason before the end date on the Notice of Appointment, the student's account will be billed for a prorated amount of the remission. The proration chart can be found at MyGradColl under forms.
- GAs that are eligible for the Qualified Tuition Reduction (QTR) due to spousal/partner or dependent status should note that coordination of these benefits is a manual process that will require action from the GA at the beginning of each semester. Please contact the Graduate College at 621-3471 for details.

NONRESIDENT TUITION WAIVER:

- All GAs who are not residents of the State of Arizona receive a waiver of nonresident tuition. They are responsible for paying any and all charges not covered under this benefit, the GA Remission benefit (see above) and/or the Payroll Deduction Plan benefit (see below). Students whose accounts are paid in full before the waiver is applied may request a refund by contacting the Bursar's Office. Any other pre-existing and/or outstanding charges must be paid before a refund will be issued. GAs hired after September 8, 2009 (fall) or January 25, 2010 (spring) will be credited a prorated amount. Should the appointment end for any reason before the end date on the Notice of Appointment, the student's account will be billed for a prorated amount of the tuition. The proration chart can be found at MyGradColl under forms.

NOTE: NONRESIDENT TUITION IS NOT ASSESSED DURING SUMMER OR WINTER SESSIONS; THEREFORE THIS BENEFIT DOES NOT APPLY DURING THESE SESSIONS.

A.S.U.A. BOOKSTORE DISCOUNT:

- Officially hired GAs receive a 10% discount at all ASUA Bookstores, with a valid CATcard. Please call 621-5888 for details.

PAYROLL DEDUCTION PLAN (PDP):

- Graduate Assistants/Associates can elect to have the remaining portion of base in-state tuition (AKA registration fees) and any mandatory miscellaneous enrollment charges deducted directly from paychecks. **Graduate Assistants/Associates electing this benefit must enroll on-line at https://grad.arizona.edu/My_GradColl.** GAs must contact the Graduate College directly to cancel the PDP once it is in effect. The amount of in-state tuition not covered by the GA Remission, excluding college specific charges, will be divided into eight payments, starting with the third pay cycle of the academic year. GAs that sign their NoA at a later date in the semester will have their charges taken out in equal payments for the number of deductions remaining. Students signing NoAs after October 14, 2009 (for fall) or March 17 2010 (for spring) will not be eligible to participate in the plan for that semester. **STUDENTS ARE RESPONSIBLE FOR PAYING THEIR ENROLLMENT CHARGES. SHOULD THEY LEAVE THEIR ASSISTANTSHIP, FOR ANY REASON, THEIR STUDENT ACCOUNT WILL BE CHARGED FOR ANY UNCOLLECTED BALANCE.**

STUDENT HEALTH INSURANCE:

Individual health insurance coverage will be paid by The University of Arizona. To be eligible for this benefit the GA must:

1. Have signed and filed with The University of Arizona, the official Graduate Assistant/Associate employment contract called the Notice of Appointment for Graduate Assistants/Associates;

2. Be registered for a minimum of **SIX UNITS** of graduate credits each semester of appointment; and
3. Have ordered the insurance coverage through Student Link. Students must initially enroll in the plan through Student Link. Once enrolled, they will be automatically re-enrolled in future semesters upon class registration. The enrollment deadlines are Tuesday, September 8, 2009 for fall and Wednesday, January 27, 2010 for spring. Students cannot add, cancel, or change their insurance coverage after these dates. **The credit for the premium will be applied to the GAs' accounts after the insurance enrollment deadline. The insurance charge is a future-dated item and will not cause late fees.** Information is available at <http://www.health.arizona.edu/Information/gradbenefit.html>. The student's University of Arizona account will be credited the full premium for individual coverage once the Graduate College is notified that they have enrolled in the plan and that the hiring documents have been processed. Should any student's official start date fall after the hiring priority date, their account will be credited a prorated amount and the student will be responsible for the difference. **STUDENTS ENROLLED IN THE PLAN CANNOT CANCEL THEIR COVERAGE AFTER THE INSURANCE ENROLLMENT PERIOD, EVEN IF THEY RESIGN OR ARE TERMINATED. STUDENTS THAT RESIGN OR ARE TERMINATED DURING THE PERIOD OF COVERAGE WILL BE PERSONALLY RESPONSIBLE FOR THE PAYMENT OF THE PREMIUM FOR THE REMAINING COVERAGE.**

Hiring Documents

- **Application for a Graduate Assistantship Form:** An example of the type of application you may use in determining who will be appointed as a GA in your unit can be found at <https://grad.arizona.edu/gc/forms/> under forms. This form complies with University Affirmative Action policies and applicable provisions of State and Federal law relating to the equality of employment opportunity for all persons.
- **Offer of Appointment Letter:** Each department should tailor their offer letters to their own needs. Important items to include are: length of appointment, salary amount, FTE, training requirements, background check requirements, English proficiency testing, and contacts.
- **Graduate International Student Awards Letter (GISAL):** The GISAL must be completed by the hiring department if the GA is international and does not have a valid Social Security card or has not already applied for one. Please go to https://grad.arizona.edu/My_GradColl/, log into MyGradColl and look for forms to view the documents. These forms can also be found on the International Student Programs and Services (ISPS) Website: <http://internationalstudents.arizona.edu/forms>.
- **Notice of Appointment (NoA):** This form, including student signature, is required for nearly all GA transactions, including new hires, reappointments, FTE changes, and title changes. **Departments are responsible for making and keeping their own copies.** The NoA is available on the Human Resources web site at <http://uabis.arizona.edu/eforms/Launcher.asp?FormID=252>. **Older versions of the NoA will NOT be processed.**
- **Employee Information Packet:** Students on the university's payroll for the first time must complete information packets that may be obtained from Human Resources web site at http://www.hr.arizona.edu/03_hire/forms/new_hire_packet.doc. **Paychecks will NOT be processed until this requirement is fulfilled.**
- **Employment Eligible Verification Form (I-9):** Departments who are hiring students new to the university's payroll system must verify their identity and work eligibility by completing an I-9. **NoAs will NOT be processed until this requirement is fulfilled.**
- **E-Verify:** The Legal Arizona Workers Act requires the University of Arizona to use E-Verify, a federal on-line system, to check the names and identification documents of all new employees to ensure they are legally authorized to work in the United States

- **Student must read all forms before signing.** The student must sign the NoA (as well as the Employee Information Packet and I-9 Form for new hires). Copies of all hiring documents, including the turn-around PAF, should be retained by the hiring department. Copies must be given to the student for their records as well.
- Send the completed hiring packets (with the original NoA, Employee Information Packet, and I-9 Form) to the Graduate College, Administration Building, Room #322. **Please do not forward incomplete packets, as they cannot be processed.**
- **PCFs:** to be used ONLY for funding changes.
- **PAFs:** to be used ONLY for changes of name/address, etc.

TITLES:

- Approved titles for GAs are: Graduate Assistant, Teaching, Graduate Assistant, Research, Graduate Assistant, Other, Graduate Assistant, Outreach, Graduate Associate, Teaching, Graduate Associate, Research, Graduate Associate, Other, Graduate Associate, Outreach. Please do not confuse these with titles of "Teaching Assistant", "Teaching Associate" and "Research Associate", which are the titles for appointed personnel, not graduate appointments.

ALLOWED FTEs:

- The Arizona Board of Regents has approved five possible FTEs and maximum workable hours for GAs. Multiple appointments cannot exceed .75 total FTE.

| | | | | | |
|------------------|-----|------|-----|------|-----|
| FTE | .25 | .33 | .50 | .66 | .75 |
| Hours/Pay Period | 20 | 26.4 | 40 | 52.8 | 60 |

HIRING PRIORITY DATES AND APPOINTMENT PERIODS:

- The priority dates for hiring are September 8, 2009 (Fall) and January 25, 2010 (Spring). GAs hired after these dates will NOT receive full benefits. Their accounts will be credited with prorated amounts, based on their start date. The proration table can be found at https://grad.arizona.edu/My_GradColl/ under forms

- NoAs should be received by the Graduate College 10 working days before the beginning date of the appointment.
- **Academic Year Appointments:** The possible periods of appointment are listed below. GAs hired after the priority date listed will **NOT** be eligible for the full benefits. GAs signing their Notice of Appointment after October 14, 2009 (Fall) or March 17, 2010 (Spring), will **NOT** be eligible to participate in the Payroll Deduction Plan for the designated semester.

| PERIOD | EARLIEST START DATES | END DATES |
|--------------------|----------------------|-----------------|
| Full Academic Year | August 17, 2009 | May 23, 2010 |
| Fall Semester | August 17, 2009 | January 3, 2010 |
| Spring Semester | January 4, 2010 | May 23, 2010 |

- **Fiscal Year Appointments:** GAs hired in Research or Other positions may be appointed on a fiscal year (12 months) basis for one of the following periods.

| PERIOD | EARLIEST START DATES | END DATES |
|--------------------|----------------------|-------------------|
| Full Academic Year | July 1, 2009 | June 30, 2010 |
| Fall Semester | July 1, 2009 | December 31, 2009 |
| Spring Semester | January 1, 2010 | June 30, 2010 |

SOCIAL SECURITY NUMBERS:

All students are required to have a valid Social Security Number (SSN) in order to be paid for work by The University of Arizona. New international students that do not have an SSN can apply for one using the Graduate International Student Awards Letter (GISAL). Please see the form, instructions and general information in Section 6. Students must be referred to the Office of the International Student Programs and Services for further information.

GAs have three weeks to present a valid SSN card to the Financial Services Office/Customer Service desk. If the SSN card has not been presented the GA's paycheck will be re-routed to FSO/Customer Service until the original SSN card or proof of SSN receipt has been provided.

RECRUITMENT PROCESS:

Departments are expected to strive to hire the most highly qualified individuals for graduate appointments. When making a selection, departments should consider a candidate's past academic coursework, success in teaching, research and publication, relevant professional experience and professional references. In support of The University of Arizona's commitment to Equal Opportunity Employment and Affirmative Action, employing departments are expected to consider all eligible applications.

Graduate Assistants/Associates are subject to pre-employment screening in accordance with ABOR policy 6-709 if being hired in a security sensitive position and/or working with direct access to select agents. Please go to http://www.hr.arizona.edu/02_sel/ for further information.

RESIGNATION PROCESS:

- GAs are required to tender a letter of resignation if they are leaving their position before the end of their employment contract (e.g., degree completion, withdrawing from the university, changing from salary to wages or changing status from student employment to faculty or staff). The GA submits the letter to the appropriate departmental payroll representative for completion of a term report or PAF. Departments should submit PAFs indicating services completed for any students for who continued employment is not planned but full termination is not desired. **The original letter and the termination report or PAF must be forwarded to the Graduate College, Administration 322C.**
- Students leaving appointments early generally will owe charges due to withdrawal of benefits. It is strongly advised that the department or the student contact the Graduate College at gahelp@grad.arizona.edu to determine what affect the end of the appointment will have.
- Students who will be inactive for more than one semester but will be returning should be reported to Systems Control as a "term flag = R" on the PAF.

Termination Before End of Appointment

In some circumstances, a GA's supervisor may find it necessary to terminate a GA before the end of his or her appointment period. The reasons for a premature termination may include, but are not limited to:

- Academic misconduct
- Excessive absences
- Misconduct in assigned duties
- Breach of the UA Code of Conduct

Except in cases of gross misconduct that require immediate termination, a GA supervisor must follow the procedure outlined below in order to end an appointment early. The GA must continue to be paid throughout this process.

1. Verbal warnings—The student must be given multiple specific verbal warnings indicating the problem and steps to correct it. The supervisor must keep written documentation, with dates, summarizing what was said to the GA and the GA's response.
2. Written warning—If the verbal warnings do not correct the problem, the supervisor must issue a written warning again stating the problem, corrective measures, and a time frame in which action must be taken. Both the GA and the supervisor should sign the document. The warning must include information indicating to the student the fiscal ramifications of the premature end of the appointment (i.e. loss of GA benefits) and the effective date of the end. A copy of this letter must be attached to the PAF or Termination Report should this action be necessary.
3. The Graduate College will process the early end of the appointment, including application of charges to the student's account for lost benefits. A billing letter will be sent to the student detailing the charges. The Bursar's Office will also send their normal billing statement and the student's account may incur additional charges associated with that process.

Additional On-Campus Employment

Additional employment of GAs must be paid using a Supplemental Compensation for Graduate Assistants/Associates Form.

EMPLOYMENT ELIGIBILITY:

A student must be employed concurrently as a GA. If sup comp is to be earned during the summer months, students must be employed as a GA, either concurrently (fiscal appointments) or during the preceding spring semester. A GA may not receive supplemental compensation past the end of their appointment if they have graduated the previous spring semester.

ACADEMIC YEAR EMPLOYMENT LIMITS:

To maintain a student employee status, graduate students are limited to no more than thirty hours per week ***total*** employment (this includes their GA position and any additional on-campus employment) during periods of enrollment.

Employment for **International Students** on F-1 or J-1 visas **must be limited** to twenty (20) hours per week (.50 FTE) while school is in session. **This is a federal regulation and departments are responsible for compliance.** Please contact the Office of International Student Programs and Services at 621-4627 for additional information.

FISCAL YEAR EMPLOYMENT LIMITS:

Allowed hours for student wages are the difference between full-time and appointment FTE.

SEMESTER BREAKS:

1. **Winter Break (12/19/09 - 01/13/10)** - School is not in session but the students are being paid for their GA appointments. Departments may report hours up to full time. **Student employees cannot be paid for Christmas Eve, Christmas Day or New Year's Day. GAs on academic appointments are not required to put in hours during the break unless this has been discussed in advance.** Any hours worked not previously discussed must be paid via supplemental compensation. Only departments approved by the provost's office to be open may pay students for the

winter closure. Students on J-1 or F-1 visas are not normally eligible for the maximum as they cannot work over twenty (20) hours per week until after finals. If you have any questions, please contact Julie Treanor at jtreaor@grad.arizona.edu for additional assistance.

Maximum hours for winter break are as follows:

| PAY PERIOD ENDING | .25% | .33% | .50% | .66% | .75% |
|-------------------------|------|------|------|------|------|
| December 27-open unit | 44 | 40.8 | 34 | 35.6 | 24 |
| December 27-closed unit | 44 | 40.8 | 34 | 27.6 | 24 |
| January 10-open unit | 72 | 72 | 72 | 72 | 72 |
| January 10-closed unit | 40 | 40 | 40 | 40 | 40 |
| January 24 | 44 | 39 | 30 | 21 | 16 |

- **Spring Break (3/15 - 3/19)**- Students (including F-1 and J-1 visa holders) can work the **difference** between full time and their FTE and are eligible for sup comp hours as follows:

| APPOINTMENT | .25% | .33% | .50% | .66% | .75% |
|----------------------|------|------|------|------|------|
| March 16-20 (5 days) | 30 | 26.8 | 20 | 13.6 | 10 |

SUMMER LIMITS

- **Enrollment:** Graduate Students on supplemental compensation are not required to enroll during summer session to maintain student employment. Students who are not enrolled, or are enrolled less than three (3) units per session will have social security taxes (FICA) withheld from their paychecks.
- **Academic:** Students on an **academic contract** can be employed for a total of 80 hours per pay period (exceptions: pay periods ending May 31 and July 12 due to holidays) on supplemental compensation. Students enrolled for **any** summer units are limited to a maximum of 60 hours per pay period during the period of enrollment. The official start date

is the first business day after **commencement** (May 17, 2010) and continues until the day before classes begin (August 22, 2010).

- **Available supplemental compensation hours- ACADEMIC:**

| PAY PERIOD DATES | ENROLLED | NOT ENROLLED |
|----------------------|----------|--------------|
| May 17 - May 30 | 60 | 72 |
| May 31 - June 13 | 54 | 80 |
| June 14 - June 27 | 60 | 80 |
| June 28 - July 11 | 54 | 72 |
| July 12 - July 25 | 60 | 80 |
| July 26 - August 8 | 62 | 80 |
| August 9 - August 22 | 74 | 80 |

- **Fiscal:** allowed hours for sup comp are the difference between full-time and the appointment (FTE). Refer to the chart above and subtract the FTE hours from the number in the appropriate column. Students on **fiscal** contracts are limited to a total of eighty hours per pay period (salary and supplemental compensation) with the following exceptions:

| PAY PERIOD ENDING | MAXIMUM SUP COMP HOURS | | | | |
|-------------------|------------------------|-------|------|-------|------|
| | .25% | .33% | .50% | .66% | .75% |
| June 131 (9 days) | 54 | 48.24 | 36 | 24.48 | 18 |
| July 11 (9 days) | 54 | 48.24 | 36 | 24.48 | 18 |

- Available sup comp hours for GAs teaching summer courses are limited by the number of units/sections taught. Generally, one section of a three-unit course is considered equivalent to a half-time appointment. The limits are only in effect for the duration of the summer session being taught.

USING THE SUPPLEMENTAL COMPENSATION (“SUP COMP”) AUTHORIZATION FORMS:

- This form is used to pay a GA for duties performed in addition to the assistantship and is available on the web at <http://uabis.arizona.edu/eforms/Launcher.asp?FormID=132>. If a new sup comp position control number is needed, leave that space blank and Systems Control will assign one. The PAF and PCF are not required with the sup comp form.

STEP BY STEP - COMPLETING A SUP COMP FORM:

As mentioned above, the sup comp form is used to pay a GA for duties performed in addition to the assistantship. When reviewing this, it would be handy to have a hard copy of the form in front of you for reference. Forms can be obtained on-line. Once you have the form you can get started with the step-by-step instructions listed below:

1. **Original/Revision/Continuation:** check the appropriate box to indicate if this is an original, revision or a continuation to a prior sup comp authorization request.
2. **Date:** Enter current date.
3. **Employee Name:** Enter the employee's name (last/first/middle initial).
4. **Employee Identification Number:** Enter the employee's EIN.
5. **FTE:** Enter the employee's FTE.
6. **Primary Title:** Enter the title from the GA position.
7. **Home Department's Name:** Enter the name of the department employing the Student as a GA.
8. **Home Department's Number:** Enter the 4-digit number of the department employing the student as a GA.
9. **Academic/Fiscal:** Check the appropriate box to indicate if the assistantship is an academic or fiscal appointment.
10. **Hiring Dept. Name:** Enter the name of the department hiring the student into the sup comp position.
11. **Dept. Number:** Enter the 4-digit number of the hiring department.
12. **Job Description:** Enter the specific description of duties that are to be performed for the sup comp.
13. **Position Start Date:** Enter the start date of the sup comp position.
14. **Position End Date:** Enter the date that the sup comp position ends.
15. **Position Control Number:** Enter a “Supplemental Compensation, Graduate” position control number. This number is to be used even if a department uses a student wage rate (A, B or C). The only exception is for summer session when the “Summer Session, Assistant” position control number may be used.
16. **Hourly Rate:** Enter the hourly rate to be paid.

17. **Account:** Enter the 6-digit FRS account number(s) that will fund the student in this position.
18. **Amount:** Enter the dollar amount to be expended from each account.
19. **Account Dates:** No entry is approved if each account covers the entire working period as specified in number 13 above. Otherwise, enter the start dates of each account. The total funding shown must completely cover the working period specified for the employee and should agree with the amount shown in number 18, above. If state funds are not involved, the funding period may encompass portions of two different fiscal years (summer funding).
20. **Total Amount to be Earned:** Enter the total amount of supplemental compensation the student is to earn in this position during the total period specified.
21. **Total Number of Hours to be Worked:** Enter the total number of hours the employee is to perform sup comp work during the total period specified.
22. **Initiator Name:** Enter the preparer's name.
23. **Phone Number:** Enter the preparer's phone number.
24. **Required Signatures:** The department head, as well as the dean and/or director (when required) of the sup comp department.

APPROVALS:

THE GRADUATE COLLEGE FINANCIAL ASSISTANTSHIP AREA WILL NO LONGER BE SIGNING OFF ON SUP COMP FORMS! SYSTEMS CONTROL WILL PERFORM SUP COMP PROCESSING. PLEASE SEE THE SECTION TITLED "RESULTS" BELOW FOR DETAILED INFORMATION CONCERNING THIS NEW CHANGE.

- Required signatures on sup comp forms for graduate assistants are: the head of the department where the work will be performed (as mentioned in number 24 above)

DISTRIBUTION:

- The original form should be sent to Systems Control. The initiating department should retain a copy for their records. **YOU DO NOT NEED TO FORWARD A COPY TO THE GRAD COLLEGE!**

RESULTS:

- Systems Control will perform system processing. A copy of the approved sup comp will be returned to the initiating department. A turnaround PCF will be sent to the originating department showing the new funding and the incumbent's placement in the position. A turnaround PAF will be sent to the student's home department showing the addition of the sup comp position.

CANCELLATION/REGISTRATION:

- The turnaround PAF document may be used to cancel a sup comp. List the effective dates and write **"CANCELLATION/ REGISTRATION"** in the comment section.

Please note that Employee Services in Human Resources is responsible for processing STAFF sup comps. Systems Control is responsible for processing Faculty sup comps.