



GRA/GTA/GA Hiring Training Manual  
Fall 2024 and onward

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## Introduction

This manual is to assist those who work with and/or hire Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Assistant (GA) student employees.

**Graduate Teaching Assistants** will assist with courses in the following ways: holding office hours, grading, assisting with lecture, and any other additional duties the instructor needs for the course. They are paid on a monthly basis on the last business day of the month. GTAs have a job code of 908X01.

**Graduate Research Assistants** will conduct research in a lab with a professor (usually their major professor or another professor) for any given amount of time and the research is usually related to their thesis/dissertation. They are paid on a monthly basis on the last business day of the month. GRAs have a job code of 907X01

**Graduate Assistants** will usually perform administrative for a department, unit, school, or college during a semester. Lab work or grading can be done, but the lab work must **not** be the same research project the student was working on during the previous semester(s). If this is the case, the student **must** be hired as a GRA. This position can be hired as a monthly position **only if** they are hired as a GRA/GTA in a different department. Otherwise, they must be hired as an hourly GA. Hourly GAs have a job code of 909X01. Monthly GAs have a job code of 905X02.

This manual is to assist with normal hiring practices, and we understand that some hires may or can be unusual. If you have questions outside this manual, we suggest contacting the Office of Graduate Education, Human Resources, Office of International Education (OIE), and/or the Administrative Services Center (ASC) depending on the hiring situation. Contact information can be found below:

- Office of Graduate Education: 404.894.1610, or by going [here](#)
- Human Resources: 404.385.1111 or by going [here](#)
- Office of International Education: [info@oie.gatech.edu](mailto:info@oie.gatech.edu) or by going [here](#)
- Administrative Services Center: 404.385.1111 or by going [here](#)

## Choosing a GRA/GTA

### Who Chooses the GRA/GTA

Faculty, programs and/or departments will be choosing who to hire as a GRA/GTA. For GRA positions, students are usually matched to faculty that meet their research interests or through a departmental matching process. For GTA positions, faculty will choose those who have the knowledge to teach the courses that are offered for any given semester, or the program may assign positions to students in need of funding. Faculty should inform those in charge of hiring for their program or department as

early as possible. Students should be chosen for these positions and notified as early as is feasible. Students are encouraged to be hired by the deadlines below:

- Fall: August 1
- Spring: January 1
- Summer: April 1

We understand that things can change throughout the semester and grants can be acquired at any time throughout the year. If a student is needed for the grant and it is late during the semester (i.e., after the late hiring period for GRA/GTAs), it is suggested that the student be hired as a graduate assistant (GA) for the remainder of the semester and then hired as a GRA/GTA for the next semester(s). Questions about when they should be hired as a GA instead of a GRA/GTA should contact the Academic Coordinator for Graduate Hiring in the Office of Graduate Education.

## Policies and Information for Hiring GRAs/GTAs

The student(s) you plan to hire for GRA and GTA positions must follow policies and procedures for being in these positions. This information is as follows:

### Registration

Students must register for at least **twelve (12)** hours each semester, including summer. The student's registration must include the following:

- Fall
  - 9 hours of the minimum 12 hours must be graded/pass/fail.
  - 3 hours can be audit, thesis hours, or graded/pass/fail.
- Spring
  - 9 hours of the minimum 12 hours must be graded/pass/fail.
  - 3 hours can be audit, thesis hours, or graded/pass/fail.
- Summer
  - 6 hours of the minimum 12 hours must be graded/pass/fail.
  - 6 hours can be audit, thesis hours, or graded/pass/fail.

The Office of Graduate Education will review students in these positions and check to see if they are registered correctly. Program coordinators and departments will be notified of those who do not meet this requirement. Coordinators and departments should contact their students and assist with their schedules. After this review, waivers will be removed from student accounts for students who do not meet these registration requirements. Programs and departments will be notified when waivers will be removed each term for those who are not in compliance. If the student is not going to register for the registration requirements listed above, then the programs must remove the waiver. The student must also be changed to either a Graduate Assistant or Student Assistant depending on the number of hours the student registers. Registration information can be found in the Graduate Assistant section of this manual.

A review of those students who have a waiver but aren't registered is also conducted. The Office of Graduate Education will also notify programs of these students as well. If the students on this list do not intend on registering for the registration requirement mentioned above, the tuition waiver must be removed. The student must also be changed to either a Graduate Assistant or Student Assistant depending on the number of hours the student registers. Registration information can be found in the Graduate Assistant section of this manual.

The Office of Graduate Education will conduct these reviews at the beginning of each semester and will continue until all hiring periods have ended for the semester.

### Health Insurance

All GRA and GTA students are mandated to enroll in the Student Health Insurance Plan (SHIP). Students with comparable coverage through an outside source that meets the waiver requirements can waive enrollment in the [SHIP](#). GRA and GTA positions get a subsidy towards the mandatory SHIP premium and are billed through their student account for the remaining premium. The cost can be found on the second page of the "Tuition and Fee Rates per Semester" PDF under the "Mandatory Health Insurance," section found [here](#). More information on this health insurance and how to waive the insurance is located [here](#).

GRAs will also be provided with an option for GRA Healthcare from the University System of Georgia, and more information can be found [here](#). Georgia Tech students are not recommended to use this option but are instead encouraged to enroll in SHIP. The GRA Healthcare does not include repatriation or medical evacuation coverage which are required for international students. Also, the SHIP option has a better premium and more coverage for students. The SHIP option can also cover a partner and/or children of the student. Students should **NOT** opt for both plans, only one is needed.

### Work Hours and Hours per week

Enrolled students **cannot** be hired for more than 20 hours per week, which is 50% Full Time Equivalent (FTE). GRA and GTA positions are hired at 50% FTE (20 hours per week) or 33% FTE (13-14 hours per week). GRA and GTA positions should not be hired for less than 33% FTE unless approval has been acquired by the Academic Coordinator for Graduate Hiring in the Office of Graduate Education. Students are not allowed to work more than 80 hours per month, or an average of 20 hours per week for months that have 4 weeks. (There may be occasions when a student works less than 20 hours one week and then works more than 20 the following week; this is acceptable if agreed upon by the supervisor, and so long as the average hours of work do not exceed 80 in any month).

If a month has 5 weeks, then the student can work up to 100 hours per month and should **not** go over this amount. A student will **not** be paid for any number of hours over this amount. If a student's termination date is for anything earlier than the last day of month, they will not be paid for the entire month, even if the student works 80-100 hours for a given month. The student will be paid a prorated amount for the time they worked for the month. For example, if the student works for the first 3 weeks of a month, they will only be paid for 3 weeks of pay, even if they put in 80-100 hours during the month. In this situation, if the student's monthly stipend is \$1600, then the student will only receive \$1200 for the month before taxes are taken out. Students do have flexibility with their schedule, as stated [here](#).

The student's work schedule, hours, and expectations should be determined and agreed upon between the student and the supervisor. Generally, students are expected to work during reasonable work hours,

and students are not expected to work overnight or during holidays and Institute breaks when other employees are not working, as stated in the [Policy Library](#).

The Office of Graduate Education does not keep track of the hours that GRA, GTA, or GA students work. This should be handled by the supervisor and/or the student. GA's normally log hours each week and get them approved by their supervisor. GRA and GTA students do not log hours, but it is encouraged that a record is kept by the student and/or supervisor to make sure the student is not going over their maximum number of hours per week/month.

### Time off, Start Date, and End Date for Hiring

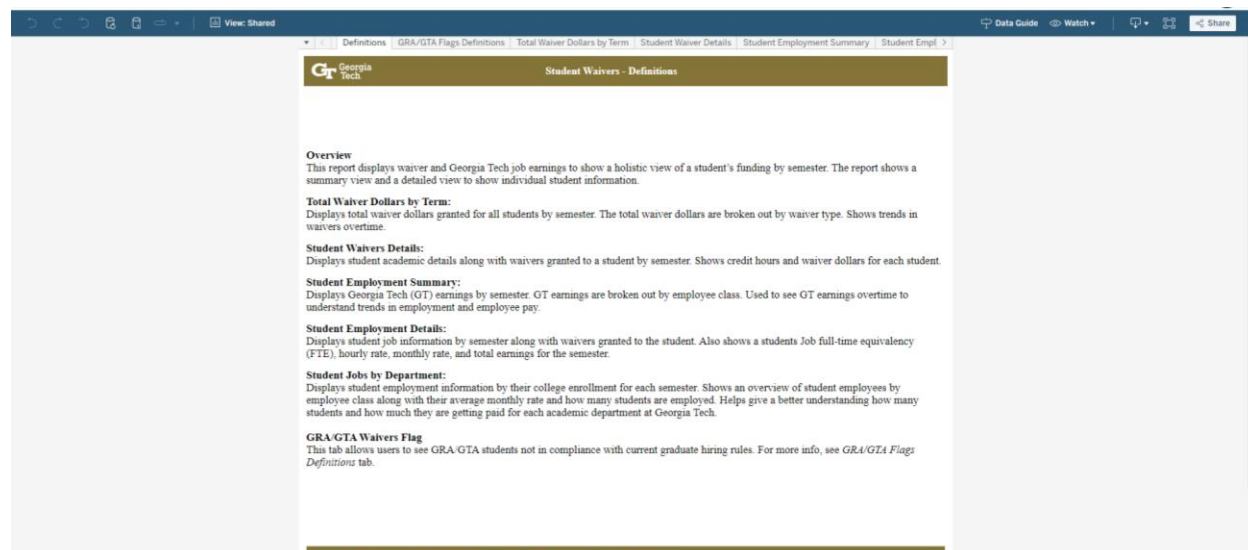
Students are not required to work on Institute holidays, as stated [here](#). Normally, GRA and GTA students will start on August 15 for fall, January 1 for spring, and May 15 for summer. Students can start before the term, but that is up to the department and program on how this should be handled. Students should **not** start working before they are officially hired in the OneUSG Connect system (including finishing their I-9 paperwork).

GAs have different start dates throughout the semester because they can start at any time and end at any time during a semester. These positions will have their time approved by their supervisor. All positions can have an end date in OneUSG, and these end dates should be extended **before** their current termination date if the student is going to continue working for a department.

### Tableau report for GRA/GTA hiring

There is a Tableau report that is available to use if your GRA/GTA students have any discrepancies in their hiring. If you do not have access to this report, you can contact the Academic Coordinator for Graduate Hiring to obtain access. You can access this report by going [here](#).

Once you get to the webpage you should see the following:

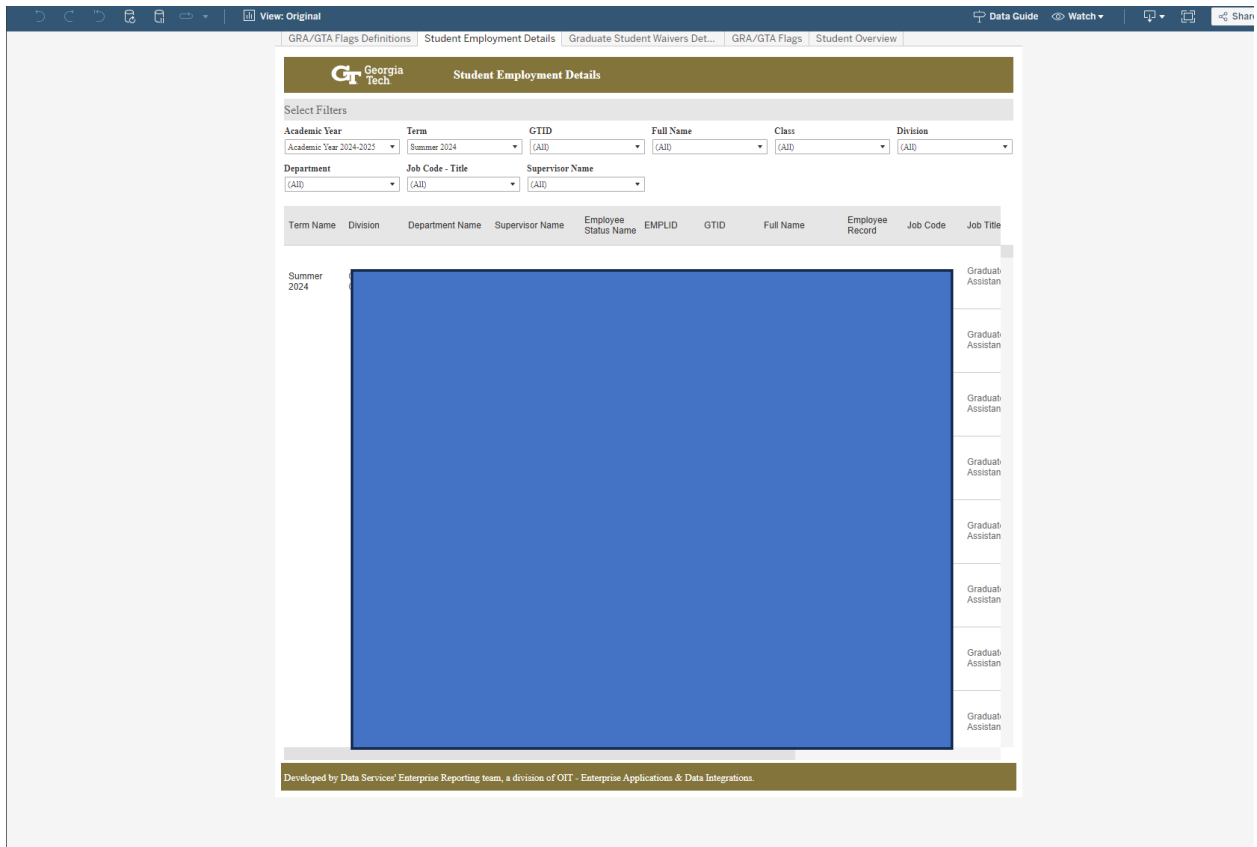


The GRA/GTA Flags Definitions tab helps to double check that your students are abiding by GT Policies in regard to Student Employment. Below is what the GRA/GTA Flags mean and a solution for each:



- **Invalid Credit Hours Flag:** Students who don't meet the credit hour requirements for GRA/GTA positions for any given term.
  - **Solution:** Have the student(s) register correctly for the term as stated above in the registration section of this manual.
- **GRA/GTA Not Employed Flag:** Students is not an active employee or are classified incorrectly with HR data.
  - **Solution:** Hire the student as a GRA or GTA in HR/ASC.
- **GRA/GTA Without Waiver Flag:** The student does not have a GRA or GTA waiver in banner.
  - **Solution 1:** Add the correct GRA/GTA tuition waiver into banner.
  - **Solution 2:** If the student is not a GRA/GTA for the given term, either:
    - A) Terminate the student **OR**
    - B) Transfer the student to the appropriate student position (ie GA or Student Assistant)
- **Below Minimum Stipend Flag:** The student's stipend is below the Institute Minimum for a Stipend.
  - **Solution:** Update the student's Stipend to the required minimum.
- **Invalid FTE Flag:** The student's FTE is over 0.5 or below 0.33. The students FTE should not be over .50 or below .33. They should also not be working over 20 hours per week but at least 13 hours per week.
  - **Solution:** Reduce their FTE to 0.50 or below. Please note that GRA/GTA's should not be hired lower than .33 FTE.

There is a tab that is the Student Employment Details tab, and it will show you the details of all of your students for a given term. You can use this to double check your students are active for the current term. This data is being pulled from HR data and should be accurate. It should look like the screenshot below:



This can be used to make sure your students are active. This will also show if the students have been terminated as well. This can be exported to Excel as well if you need to look at the data and see what is wrong (if anything) with your student(s).

This tab will allow you to filter by a variety of filters such as Academic Year, Term, College, Department, etc. so that you can see who has a waiver for any given term. This could assist you with seeing if you missed any tuition waivers for your students. If you want, you could filter it down to your own department for the current term and export it to Excel. Below is an example of how you can click on a button in the report to export it to Excel. Please note that you would need to choose 'Crosstab' to have the report export the data to an Excel file:

The next to last tab is the GRA/GTA Flags tab, and it should look like the following:

The report will have filters at the top so you can filter by college, term, department, etc. The report will show students down on the left-hand side of the report and then the flags at the top in the header as shown above. Each column will have a Y or N listed below the 5 flags next to a student. If the Student has an N in any of the flag column, they are following GT Policy for that policy. If they have a Y in any column, they are out of compliance and need to be fixed for that GT Policy. This report can be exported if needed.

You can filter by any of the flags on this report. For instance, if you want to see who has a flag for who in your college has a flag for a GRA/GTA Without Wavier. You can select your college and department (if you prefer). Then, you can select 'Y' for the GRA/GTA Without Wavier under the filter. This will show all the people in your college who has been hired but hasn't had a GRA/GTA waiver for the given semester. These students will need a GRA/GTA waiver applied on their account if they are still a GRA/GTA for the given term. If they are not supposed to be a GRA/GTA, then they will need to be either terminated or switched to the appropriate position through ASC.

The Report has the Institute Minimum Stipend amounts already set in this report. These are current for the current academic year (Fall to Summer) in which you are looking at the report. This allows the report to flag any Institute Minimum below this amount. You can filter in this report by your own students to see who in your department (or college) is being flagged for any of the 5 flags.

When you click the arrow next to a student, a screen with details will show like below:

The screenshot displays the 'Course Schedule' report for a student. The report is organized into several sections:

- Student Information:** A table with columns for GTID, EMPLID, First Name, and Last Name. The student's name is redacted with a blue box.
- Waiver Information:** A table with columns for GTID, Grad Waiver Type, Waiver Detail Code, Waiver Description, Waiver Effective Date, and Amount. It lists a 'GTA' waiver for \$14,545 and 'Health Insurance' for \$184.
- Academic Information:** A table with columns for GTID, Class Name, Primary College No., Primary Department, Primary Major Name, Full-time Part-time Name, Letter Grade Credit Hours, Pass/Fail Credit Hours, Audit Credit Hours, and Total Credit Hours. The student's academic details are redacted.
- Employee Information:** A table with columns for GTID, EMPLID, Employee Record, Division, Department Name, Job Code - Title, Employee Class Name, Employee Status Name, Hourly Rate, Monthly Rate, Job FTE, and Standard Hours. The student is listed as a 'Graduate Teaching Assistant' with a monthly rate of \$1,144.00 and 0.33 FTE.

A blue arrow points to a back arrow in the gold header bar at the top right of the report.

The student above was flagged for being below the Institute Minimum. The screen will show you any waiver(s) that the student has on their account in Banner, their academic information (including registration), and their employee information (along with pay, FTE, and hours).

This screen allows you to see the student's monthly stipend and see that it is below the Institute Minimum. You would need to contact the ASC to adjust their monthly stipend to be at least the Institute Minimum. Once you do, the flag will be resolved, and your student will be removed from the list. You can click the back arrow in the gold banner to go back to the report, as shown above.

Questions about this report can be referred to the Academic Coordinator for Graduate Hiring in the Office of Graduate Education.

### Fellowships and GRA/GTAs

If a student is also receiving a fellowship that pays for tuition and fees, students ***should not*** be hired as a GRA or GTA, since those positions come with a tuition waiver. One example is that NSF GRFP students have their tuition and fees paid for and receive a stipend. One stipulation for those students is that they cannot be hired as a GRA/GTA while they are receiving this funding. If a student who is receiving NSF funding also receives a tuition waiver, the student would receive a 'refund' for the amount of the tuition waiver. This is not something that needs to happen because the student is already getting their tuition waived by someone and can't be awarded more than one tuition waiver. Students should be hired as an affiliate in this situation if they need access to GT buildings, software, or any other services at GT. If you have questions about students on a fellowship, contact the Graduate Fellowships Manager in the Office of Graduate Education.

Some fellowships are called 'Topper Fellowships/Scholarships/Awards' and allow students to be a GRA/GTA while receiving the fellowship, such as the Haley Award.

### Fulbright Scholars and GRA/GTA positions

Students who come to GT as a Fulbright Scholar will receive a 'Grad Exchange Waiver' and the Office of International Education will add the waiver to the student's account. Then, Fulbright will send the funds through Third Party Payments to pay for the remaining tuition and fees for the student. The student normally receives a stipend from Fulbright, but this can vary from student to student. The student should be hired as a GA in this scenario if Fulbright student has their tuition being paid for by Fulbright.

Students who have ran out of funds to pay for all of their tuition, the Fulbright Scholars can be hired as a GRA/GTA to waive their tuition and have Fulbright apply any remaining payments towards the students' account. Programs would process like any other GRA/GTA and apply the tuition waivers in banner. The student would not receive a Grad Exchange Waiver from the Office of International Education and would instead receive an Out of State GRA/GTA waiver instead.

The student cannot receive both a GRA/GTA waiver and the Grad Exchange Waiver on their account.

Any questions about this should be directed to the Office of International Education and the Coordinator for Graduate Hiring.

### Military GRAs

Students who are actively in the military can be a GRA. However, the GRA position does not come with a stipend since the student is being paid by the military. The student will receive a tuition waiver and an additional tuition waiver through the Registrar's office so that the student's tuition balance is \$0 or the student will receive Third Party Payments through the Bursar's Office to make the balance of the student's account show \$0. The student cannot be charged any amount of tuition/fees since they are active in the military.

The job code 995X07 can be used for the Military GRA when hiring through the ASC. Please note that this should **only** be used for actual Military GRA students. The active military GRA should also abide by the minimum 12 credit hour registration requirement each semester. Any questions about how to hire an active military GRA can be directed to the Academic Coordinator for Graduate Hiring.

There is a separate Military Tuition Waiver code in banner that you can enter to waive the out of state portion of tuition if they are considered an out of state student. How to enter this waiver is in the tuition waiver part of this document. This waiver code is 29 and can be used in TSAEXPP. Information on how to enter these is in the Tuition Waiver section of this manual.

Military GRA positions are only allowed for students who are working in GTRI. No other unit (Academic nor Non-Academic) is allowed to use this type of position. Questions or concerns can be directed to the Vice Provost of Graduate and Postdoctoral Education, Director of Graduate Student and Academic Affairs, and the Academic Coordinator for Graduate Hiring in the Office of Graduate Education.

### Hiring Online Students

Please note that online students may not qualify to be hired as a GRA or GTA since online programs may limit the number of hours that the students can register for during any given semester. Those students would need to be hired as a GA.

For online students, [remote onboarding](#) can be done for those students who are outside of the Metro-Atlanta area (ie Fulton County and immediate surrounding counties). Questions about what is defined as ‘surrounding counties’ would need to be addressed with OHR or the ASC. You will also need to check to see how this would affect the I-9 process as well.

### Deadlines for Hiring and Tuition Waivers

Each semester, there will be a deadline for student hiring and entering tuition waivers. The Office of Graduate Education will inform programs and departments of these deadlines. These dates can be found [here](#) and are updated regularly. Any student needing to be hired after the deadline as a GRA/GTA will need approval from the Office of Graduate Education. Programs should contact the Coordinator for Graduate Hiring for questions about the deadlines.

### GRAs on Projects

GRAs should be hired as a GRA each semester they are working on a project, including summers. Students should **not** be hired as a graduate assistant or student assistant while working on a project in which the student was hired as a GRA during a previous term. This information can be found [here](#).

### Summer Hiring

For the Summer, students have a few options for hiring. If they were charged the SHIP Health Insurance during the Spring semester, they will not be charged at Health Insurance fee because the student paid for Spring and Summer together. The hiring information is as follows:

Those who are still working on a GRA federal project must also work as a GRA over the summer and still abide by the registration requirements for the position. They will still get a tuition waiver and cannot work more than 20 hours per week.

Those who are teaching over the summer, regardless of if it’s Maymester, Early Short Summer, Late Short Summer, or the Full Summer, they can still be a GTA, but they must register accordingly. The student can teach in one or a combination of the sessions and still get a tuition waiver. They will still get a tuition waiver and can’t work more than 20 hours per week.

Students can be hired as a Graduate Assistant (GA) if the student has finished their federal project for their GRA, aren’t going to do a GRA or GTA over the summer. The GA only requires taking 3 or more hours of coursework. This does not come with a tuition waiver, is paid biweekly, and is limited to 20 hours per week.

Those who are taking less than 3 hours or are not doing an internship (full or part time), can be hired as a Student Assistant and can work up to 40 hours per week. This position requires to log time and is paid biweekly. This does not come with a tuition waiver.

For International Students, you will want to double check with OIE to see if the student must be registered for full time hours during the summer based on their Visa. This will determine what type of hiring the student can be in during the summer. If they must be registered for full time, then they can be a GRA, GTA, GA, or Student Assistant and work up to 20 hours. If they can be registered for less than full time, then it depends on how many hours the student is registered.

The information below are scenarios for **any** graduate student (either domestic or international) during the summer:

- If they are registered for 12 hours, with 6 hours being graded/pass/fail, they can be a GRA/GTA/GA and can work up to 20 hours per week.
- If they are registered for 12 hours but less than 6 hours are graded/pass/fail, then they must be hired as a GA and can work up to 20 hours per week.
- If they are registered for at least 3 hours of any type of coursework (graded/pass/fail/audit), then they can be a GA and can work up to 20 hours per week.
- If they are registered for 1-2 hours, then they can be a Student Assistant and work up to 20 hours per week.
- If they are not registered at all, they can be hired as a Student Assistant and work up to 40 hours per week. **For international students, they must talk to OIE to see if this will be in violation of any part of their Visa.**

### Pay for GRA/GTAs

GRA and GTAs must be hired at or above the Institute-minimum stipend rate. The minimum stipend rate can be found [here](#), and it is updated annually. A program or department may pay more than the minimum stipend, but all students should be making **at least** the minimum stipend. Approval to pay lower than the minimum stipend must be received from the Vice Provost for Graduate and Professional Education, but this should be a rare occurrence.

It is up to the program and department to determine their own pay rate for students if the stipend is above the minimum. The Office of Graduate Education does not have a maximum that a GRA/GTA can make. We do encourage consistency in your program/department's pay among GRA, GTA, and GA positions.

GRA and GTA positions pay students monthly. Students will receive payment on the last business day of the month for the work done in any given month. For example, the work the student does in August will be paid on the last business day of the month of August. This cannot be changed. If a student is hired (or terminated) mid-month, their payment amount for that month will be prorated to reflect their time employed. For example, if a student is hired on August 17<sup>th</sup>, they will only be paid from August 17<sup>th</sup> to August 31<sup>st</sup>. The same would apply for those who are terminated at any point in the month, or their termination date is not the end of the month.

Students can make a payroll deduction for the tuition, fees, and health insurance (if applicable) that they owe on their student account. More information can be found in the Payroll Deduction section of this document.

All Georgia Tech employees are required to use direct deposit to receive their pay (there is no paper check option). To set up or change direct deposit information, student employees should go to the "Direct Deposit" tile in **Employee Self Service** in OneUSG Connect. Students will need to get a U.S. bank account if they do not already have one. If a student is prohibited from opening a U.S. bank account, or their bank does not provide direct deposit services, they may be eligible to have their pay deposited to a pre-paid bank card. Visit <https://hr.gatech.edu/payroll> to learn more.

If a student does not get paid their paycheck, then they will need to contact payroll. Payroll can let you know if the student's paycheck was processed. It is also suggested to make sure that the student is not terminated via OneUSG. If the student was terminated incorrectly, the student will need to be hired and an off cycle check needs to be requested by the students hiring unit.



## Hiring students Outside the Students Home Unit

Students can work in any School/College/Department on campus that they are qualified to work. If a department wants to hire a student outside of their unit, there is some flexibility on how a tuition waiver and stipend is paid. There can be an agreement between the student's home unit and the hiring unit on who pays the tuition waiver and who pays the stipend.

For example, the School of Psychology wants to hire a College of Computing student as a GTA to teach a course. The home unit is normally responsible for entering the waiver and paying the tuition differential and the hiring unit is responsible for the monthly stipend. However, if the home unit wants to pay for the stipend and the tuition remission, that is acceptable. If the hiring unit wants to pay for both the tuition remission and the stipend, that is also acceptable. If the hiring unit wants to pay for the tuition remission and the home unit pay for the stipend, that is also acceptable. The correct grants, funding sources, and/or WorkTags must be charged the tuition remission and the monthly stipend amounts. Normally, the financial staff in the units would assist in figuring out how to set up the tuition remission and stipend amount to charge the correct funding source.

Students who are hired as GRAs, GTAs, or GAs (either monthly or hourly) outside of their home unit should receive an offer letter from the hiring unit **and not the home unit**. Since hiring dates, pay, and other hiring information can vary by hiring units, it is required that the **hiring unit** send the student an offer letter. **Hiring units** should also send out offer letters to students who are being admitted to another program, regardless of term or program.

If a non-academic unit is hiring a student, they must get approval from the Vice Provost of Graduate and Postdoctoral Education. [GRA](#) and [GTA](#) DocuSign forms have been created for the approval process. These forms should be submitted no later than two weeks prior to the end of registration for any given semester. If the approval is granted, an email will be sent to the hiring unit and the home unit. The home unit is included to enter the tuition waiver into banner. Any additional people may be added to the approval email if they need to be included for administrative purposes. A denial email will be sent to the hiring manager to address any issues with the GRA or GTA request. Georgia Tech Professional Education (GTPE) and the Library are exempt from having to use the forms mentioned above and have a blanket approval on hiring GRA or GTA employees.

## GTRI Hires

Students that are hired by GTRI should use the [GRA](#) and [GTA](#) DocuSign forms. This will require approval from the Vice Provost of Graduate and Postdoctoral Education. These forms should be submitted no later than two weeks prior to the end of registration for any given semester. If the approval is granted, an email will be sent to the hiring manager in GTRI, the HR lead in GTRI, and the home unit. The home unit is included to enter the tuition waiver into banner. Any additional people may be added to the approval email if they need to be included for administrative purposes. A denial email will be sent to the hiring manager to address any issues with the GRA or GTA request.

## Offer Letters

Offer Letters have been created to send to your GRAs, GTAs, and GAs. Offer letter templates can be found [here](#) on the left-hand side of the website once you scroll down. These letters were created by the Office of Graduate Education and HR has reviewed these letters as well. You are encouraged to use these offer letters, but it is not required.

## Payroll Deductions

Students can make a payroll deduction for the tuition, fees, and health insurance (if applicable) that they owe on their student account. The amount will be split over three months for fall and spring and two months for summer. Information can be found [here](#) on how the student can set this up. This is optional and students do not have to enter into payroll deductions if they wish to pay their remaining tuition and fees out of pocket by the fee payment deadline. Information on how to set this up can be found [here](#).

Payroll deduction is administered by the Bursar's Office. If you have any questions about how it is set up, run into any issues setting this up, or have any other questions, please contact [bursar.ask@business.gatech.edu](mailto:bursar.ask@business.gatech.edu) with any questions.

Students must be completely hired by the ASC to be able to enter the payroll deduction that is administered by the Bursar's Office. The student will not be able to set this up without being hired through the ASC. The student will also need to be set up **before** the Payroll Processing Deadline set forth by the Payroll Office.

There is a max amount a student can take out of their check for Payroll Deduction. It is encouraged that that the student talk to Payroll to see what this amount would be for the student.

## Student Employment Website

The Office of Human Resources has an employment website, found [here](#), for Student Employers which has very useful information! On this website, you can find a glossary of terms, Student Employment Policy, Student Job Codes, Student Employment Timelines, Student Employee Checklists, Equifax examples, FAQs, and more information as well! The Appendix will have some of this information for a quick reference.

There is also a Student Employee Resources webpage, found [here](#), that is useful to students as well! This is something you could send to your students as a resource if they have any questions about their student employment.

## Tuition Waivers

All GRA and GTA positions come with a tuition waiver. Tuition waivers are not optional for GRA and GTA positions and are part of the position for the GRA and GTA positions. The tuition waiver must be entered into Banner to reflect on a student's account. Tuition waivers can be used for in state and out-of-state students. Programs and departments **do not** need to submit a request for an out-of-state tuition waiver (OOSW) for GRA and GTA positions.

Students should **not** receive both a GRA and a GTA waiver. This will cause the student to receive a 'refund' for the waivers and will cause issues with the student's account. Tuition waivers for upcoming terms can be entered once registration opens for the next term(s). Financial Aid & the Bursar's Office will inform the Office of Graduate Education if both a GRA and a GTA waiver are on a student's account or if a in state and out of state waiver is being applied to the students account, and we will remove one of the waivers. If the student happens to be 'refunded' money, the student will have to return the money to GT.

If an In State student has an Out of State GRA/GTA waiver applied to their account or an Out of State student has an In State waiver applied to their account, the tuition waiver **will not** be applied to their

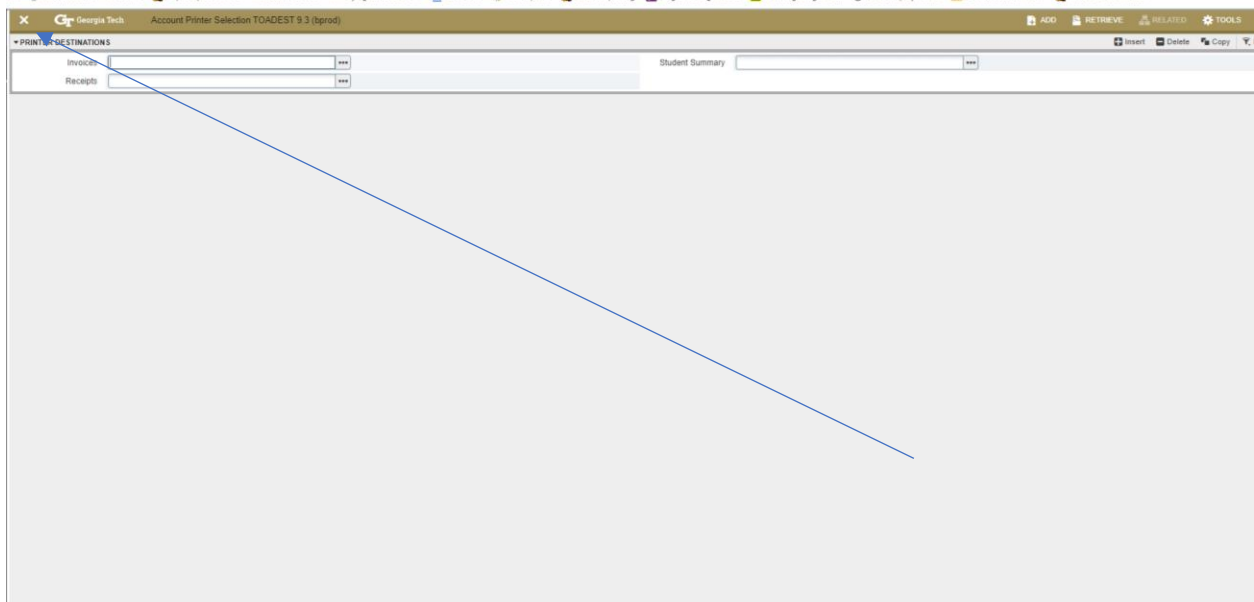
account. This is because Banner notices the incorrect In State/Out of State for the student doesn't match the waiver and will not apply the waiver. This is to prevent an In State student from getting both an out of state and in state waiver for an in-state student, because this will end up issuing the student a refund of a few thousand dollars. For an Out of State student receiving an In State waiver, because banner knows that it does not cover enough of the student's tuition. Banner is not able to switch the waivers around. Programs and Departments will need to make sure that the appropriate waiver is applied to the student's account.

To determine if a student needs an In State, Out of State, or Out of Country waiver, you can go to SGASTDN in Banner. Once on that screen, you can put in the GTID and then click 'Go' to move to the next screen. This will allow you to see which Waiver Code you can put into banner for the waiver. You should see the information below and see what type of Residence they are:

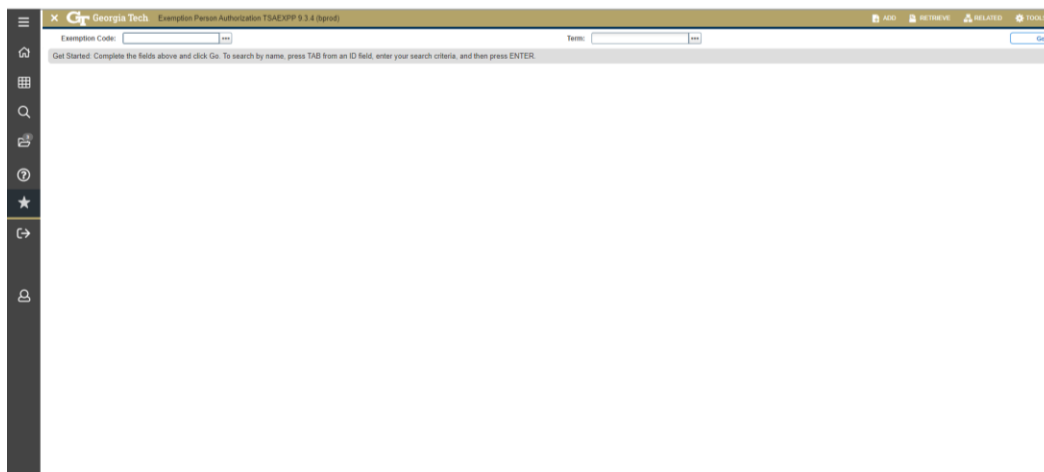
GENERAL LEARNER					
From Term	202102	To Term	999999		
New Term	202102 *** Spring 2021	Residence	N *** Out-of-State Resident*	Student Cer	C
Student Status	AS *** Active/Eligible to Register	Fee Assessment Rate	***	Full or Part T	
Student Type	C *** Continuing/Previously enrolled	Class	DR Ph.D.		
Additional Information					
Site	***	Block	***		
Session	***	Citizenship	C US Citizen*		

### Entering Waivers into Banner

You can go into Banner and go to the screen TSAEXPP. You may encounter the screen below. Click the X on the top left to clear this screen:



Once you do that, you should see the screen below:



For the exemption code, you should use one of the following:

- 1 = GRA who is an out-of-state student
- 2 = GRA who is an in-state student
- 3 = GTA who is an out-of-state student
- 4 = GTA who is an in-state student
- 101 = GRA who is an out-of-country student
- 102 = GTA who is an out-of-country student
- 25 = Military Waiver

The term should be the term you would like to enter the waiver. You will then click “Go” once you have entered both the exemption code and the term. You will see a screen showing a list of students with that exemption code. On top right, click “Insert” or click F6 on your keyboard. Enter student’s GTID. If you have multiple students, you can insert again or click F6– enter the next student’s GTID until you have finished entering all your students. When finished, click “SAVE” at the bottom right or click F10 on your keyboard.

Banner will refresh itself overnight and will post the tuition waiver the next day on the student’s account. It is encouraged to enter the waiver as early as possible for your students. The Bursar’s Office may contact you and request you make a change if a tuition waiver is entered incorrectly.

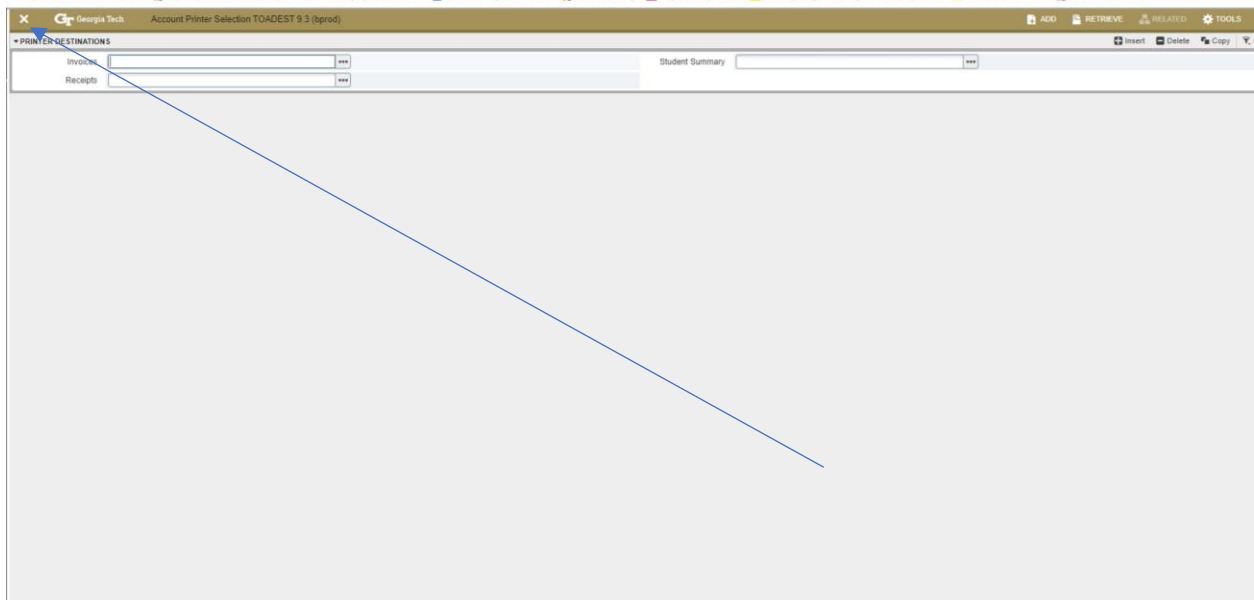
### Waiver Amounts

Tuition waivers for in-state students will remove \$7,183 from the student’s tuition, until there is an increase in tuition. Tuition waivers for out-of-state students will remove \$8,091 for the out-of-state tuition and \$7,183 for the in-state tuition for the student, until there is an increase in tuition, or the tuition differential changes these amounts. Tuition waivers for out-of-country students will remove \$7,183 for in state tuition, \$8,091 for out-of-state tuition, and \$291 for the Out-of-Country tuition. The amount the student will pay is in the ‘What Students Pay’ section and you can see the Graduate Assistantship Rates in the ‘What Students Pay’ section as well. These amounts are dependent on normal

tuition rates and are based on the current tuition rates. Any changes in these tuition rates will change the waiver amounts. These amounts are for all students receiving a tuition waiver, including those programs that have a tuition differential.

### Seeing Waivers on Students Accounts

To see which waiver(s) a student has on their Student Account, you can go to TSIAUTH in see this information. You will need the student's GTID. On the banner home screen, you can enter TSIAUTH. You may see the following screen. If you do click the x in the top left corner:



Then, you should see the following screen. You can enter a student's GTID and click Go:





Once you do that, you will see all the waivers that the student has ever had, as seen below:

Term	Priority	Code	Description	Delete
202305		1	1 GRA Tuition Exemption - NR	
202305		2	92 Health Insurance Waiver	
202302		1	1 GRA Tuition Exemption - NR	
202302		3	25 Military Tuition Exemption	
202302		2	92 Health Insurance Waiver	
202208		2	1 GRA Tuition Exemption - NR	
202208		1	25 Military Tuition Exemption	
202208		3	92 Health Insurance Waiver	D
202205		2	1 GRA Tuition Exemption - NR	
202205		1	25 Military Tuition Exemption	
202202		3	1 GRA Tuition Exemption - NR	
202202		1	25 Military Tuition Exemption	
202202		2	5 Institution Fee Waiver	
202108		3	1 GRA Tuition Exemption - NR	
202108		4	16 Health Insurance Waiver	
202108		1	25 Military Tuition Exemption	
202108		2	5 Institution Fee Waiver	D
202105		3	1 GRA Tuition Exemption - NR	
202105		1	25 Military Tuition Exemption	
202105		2	5 Institution Fee Waiver	

Record 1 of 23



## Removing a Waiver from Banner

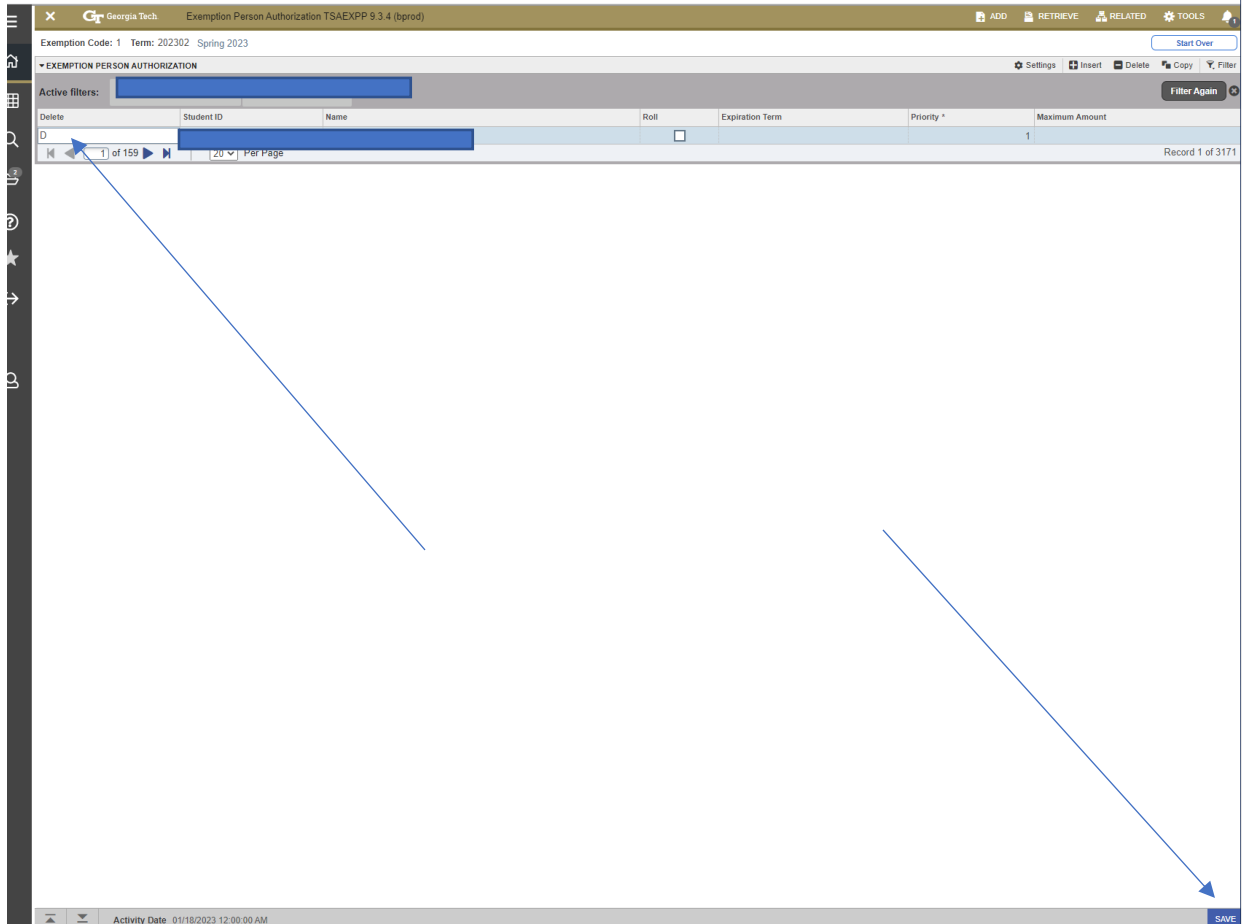
Open Banner and go to TSAEXPP. Enter the appropriate exemption code and term. Click “Go” to see the list of students who have a waiver. You can filter by just your student. To do this, click the filter button on the top right-hand side of the screen as seen below:

The screenshot displays the Banner TSAEXPP interface. The browser title is "Georgia Tech Exemption Person Authorization TSAEXPP 9.3.4 (bprod)". The page header shows "Exemption Code: 1 Term: 202302 Spring 2023" and a "Start Over" button. The main content area is titled "EXEMPTION PERSON AUTHORIZATION" and contains a table with the following columns: Delete, Student ID, Name, Roll, Expiration Term, Priority \*, and Maximum Amount. The table contains multiple rows, with the "Name" column obscured by a large blue rectangular box. The "Roll" column contains checkboxes. The "Priority \*" column contains the number "1". The "Maximum Amount" column contains the number "1". In the top right corner of the table area, there is a "Filter" button with a dropdown arrow. A blue arrow points from the bottom center of the page to this "Filter" button. The bottom of the interface shows a pagination bar with "1 of 159" and "20 Per Page", and a record count of "Record 1 of 3171".

You should now see the screen below. It is easiest to get the GTID of your student to make the process faster. You can enter the GTID in the "Student ID" box and click "Go" to find your student:

The screenshot displays the 'EXEMPTION PERSON AUTHORIZATION' web application. At the top, the browser title is 'Georgia Tech Exemption Person Authorization TSAEXPP 9.3.4 (bprod)'. The page header includes 'Exemption Code: 1 Term: 202302 Spring 2023' and a green notification bar that says 'Enter a query, press F8 to execute'. Below the header, there are filter options for 'Basic Filter' and 'Advanced Filter'. The search form contains the following fields: 'Student ID' (with a blue arrow pointing to it), 'Name', 'Roll' (checkbox), 'Expiration Term', and 'Priority'. A 'Go' button is located to the right of the search fields. The main area is a data table with columns: 'Delete', 'Student ID', 'Name', 'Roll', 'Expiration Term', 'Priority \*', and 'Maximum Amount'. The 'Student ID' and 'Name' columns are obscured by a large blue rectangle. The 'Roll' column contains checkboxes, and the 'Maximum Amount' column contains numerical values. At the bottom right of the table, it says 'Record 1 of 3171'. The browser's address bar shows '1 of 159'.

Once you find your student, click the box to the left of the GTID. Put a “D” in the box and click “Save” to save the deletion of the waiver. This will remove the waiver overnight when Banner refreshes.



### Adding a Waiver back to a Students Account once the Waiver has been Deleted

If you have deleted a student’s tuition waiver, but need to add it back, you can do this action in TSAEXPP. Once you are in TSAEXPP, put in the exemption code and term you deleted the waiver for the student. Once you do, click Go. Once the screen loads, you can click the filter button to search and filter for your student. Once you find your student, you can click in the box to the left of the students GTID where you see the ‘D’. You can then click in the box with the ‘D’, delete the ‘D’, and then click F10 to save, or you can click Start Over at the top and it will ask you if you want to save your changes and you will need to click ‘Yes’ to save the changes. This will then add the student’s waiver back to their account overnight when Banner refreshes.

### Tuition Remission

Tuition remission is usually charged to grants or other funding sources within the programs and departments. Tuition remission is the difference between what the student charged for tuition and what tuition is normally charged to someone without a tuition waiver and only applies to in-state tuition. Departments are not charged for out-of-state tuition. You will also be charged a fringe amount of 5.7% for each student. This can be charged to a grant or to the program's budget. The rate you will be

charged is the standard rate of Master & Ph.D. Candidate rate on the Tuition and Fees page of the Bursar's website minus \$25. More information on tuition remission can be found [here](#).

Normally a Financial staff member in the program or department will know how much will be charged to each grant or budget and which grant, or budget will be charged. They will also be the one who handles the tuition remission charges for each student(s) that you have in your program or department.

Below is a breakdown of how tuition remission is charged:

- A GRA or GTA that is funded by sponsored funds: tuition remission is paid from that account.
- a GRA or GTA that is funded through GT Foundation funds: the tuition remission is charged to the Foundation account.
- A GRA or GTA that is funded through state/departmental funds: no tuition remission is paid.

If the student is in a differential tuition program, then the base level tuition is waived for the student as stated in the first paragraph of this section, and tuition remission is charged (or not) using the rules above.

#### What Students Pay

GRA and GTA students will pay \$25 of tuition (unless the program has a tuition differential), health insurance (unless the health insurance is waived) and all student fees. If the student's program has a tuition differential, the student must pay for the tuition differential rate and more information can be found in the tuition differential section of this manual. To get an idea of what a student will pay, please go to the Tuition and Fee website provided by the Bursar's Office, found [here](#). Click on the most recent/current semester. After the listed tuition and fee rates, you should see a line that says, "GRADUATE ASSISTANTSHIP RATES," and you can click on that to see what the student will pay, as seen below:

Georgia Institute of Technology									
Spring 2025 Tuition and Fee Rates per Semester									
Spring 2025									
	Tuition <sup>1</sup>						Mandatory Student Fees <sup>2</sup>		
	In-State (Resident)		Out-of-State (Non-Resident)		Out of Country		<4 Credit Hrs	>4 Credit Hrs	
UNDERGRADUATE RATES	6 Hrs or Less	More Than 6 Hrs	6 Hrs or Less	More Than 6 Hrs	6 Hrs or Less	More Than 6 Hrs			
Atlanta Campus	\$3,124	\$5,256	\$9,773	\$16,469	\$9,960	\$16,783	\$206	\$773	
OT Europe Campus (Excludes Program Charges)	\$3,124	\$5,256	\$9,773	\$16,469	\$9,960	\$16,783	\$107	\$107	
GRADUATE RATES - ATLANTA CAMPUS	1-11 Credit Hrs	12 or More Cr Hrs	1-11 Credit Hrs	12 or More Cr Hrs	1-11 Credit Hrs	12 or More Cr Hrs	<4 Credit Hrs	>4 Credit Hrs	
Master & PhD Candidates	\$601 /hr	\$7,208	\$1,276 /hr	\$15,299	\$1,300 /hr	\$15,560	\$206	\$773	
GRADUATE PROFESSIONAL PROGRAM RATES	Scheller College of Business								
Master in Business Admin (MBA)	\$1,261 /hr	\$15,123	\$1,783 /hr	\$21,395	\$1,817 /hr	\$21,802	\$206	\$773	
Evening Master in Business Admin (EMBA)	\$1,160 /hr	\$1,160	\$1,625 /hr	\$1,625	\$1,656 /hr	\$1,656	\$206	\$773	
MS in Quantitative & Computational Finance (MSQCF)	\$751 /hr	\$9,013	\$1,692 /hr	\$20,289	\$1,724 /hr	\$20,676	\$206	\$773	
College of Design									
Master of Architecture (MARCh)	\$772 /hr	\$9,253	\$1,450 /hr	\$17,393	\$1,478 /hr	\$17,725	\$206	\$773	
MS in Bldg Const/Integrated Fac. Mgmt (MSBCFM)	\$634 /hr	\$10,002	\$1,737 /hr	\$20,832	\$1,770 /hr	\$21,229	\$206	\$773	
Master of City & Regional Planning (MCRP)	\$725 /hr	\$8,996	\$1,660 /hr	\$16,793	\$1,426 /hr	\$17,113	\$206	\$773	
MS in Geographic Information Science & Tech (MSGIS/ST)	\$723 /hr	\$8,686	\$1,400 /hr	\$16,793	\$1,426 /hr	\$17,113	\$206	\$773	
Master of Industrial Design (MID)	\$772 /hr	\$9,253	\$1,540 /hr	\$18,484	\$1,570 /hr	\$18,836	\$206	\$773	
MS in Music Technology (MSMT)	\$748 /hr	\$8,978	\$1,527 /hr	\$17,113	\$1,454 /hr	\$17,439	\$206	\$773	
MS in Urban Design for C&A (MSUD)	\$772 /hr	\$9,253	\$1,450 /hr	\$17,393	\$1,478 /hr	\$17,725	\$206	\$773	
College of Computing									
MS in Human-Computer Interaction (MSHCI)	\$687 /hr	\$8,233	\$1,550 /hr	\$18,589	\$1,579 /hr	\$18,943	\$206	\$773	
College of Engineering									
MS in Supply Chain Engineering (MSSECE)	\$708 /hr	\$8,490	\$1,658 /hr	\$19,895	\$1,690 /hr	\$20,274	\$206	\$773	
MS in Electrical & Computer Engineering (MSECE)	\$796 /hr	\$9,444	\$1,494 /hr	\$17,924	\$1,523 /hr	\$18,265	\$206	\$773	
Master of Science in Analytics (MSANALYT)	\$1,247 /hr	\$14,968	\$1,773 /hr	\$21,274	\$1,807 /hr	\$21,679	\$206	\$773	
MS (joint) in Biomedical Eng (BMEDS)	\$998 /hr	\$9,590	\$1,959 /hr	\$23,268	\$1,990 /hr	\$23,711	\$206	\$773	
MS in Biomedical Innovation & Development (MBID)	\$1,064 /hr	\$12,764	\$1,749 /hr	\$20,991	\$1,783 /hr	\$21,390	\$206	\$773	
College of Sciences									
MS in Robotics (MSRORB)	\$686 /hr	\$8,229	\$1,549 /hr	\$18,585	\$1,578 /hr	\$18,939	\$206	\$773	
MS in Bioinformatics (MSBINF)	\$706 /hr	\$8,465	\$1,605 /hr	\$19,262	\$1,636 /hr	\$19,629	\$206	\$773	
GRADUATE ASSISTANTSHIP RATES	Per BOR policy, GRA/GTA's pay a minimum of \$25 tuition plus mandatory fees (click on link to left for detail rates by program)								
STUDY ABROAD RATES	6 Hrs or Less	More Than 6 Hrs	6 Hrs or Less	More Than 6 Hrs	6 Hrs or Less	More Than 6 Hrs	<4 Credit Hrs	>4 Credit Hrs	
Study Abroad - Undergraduate (Excludes Program Charges)	\$3,124.00	\$5,256	\$9,773.00	\$16,469	\$9,960	\$16,783	\$107	\$107	
Study Abroad - Graduate (Excludes Program Charges)	\$3,124.00	\$5,256	\$9,773.00	\$16,469	\$9,960	\$16,783	\$107	\$107	
Study Abroad - Graduate (Excludes Program Charges)	\$601.00 /hr	\$7,208	\$1,276.00 /hr	\$15,299.00	\$1,300 /hr	\$15,560	\$107	\$107	
Global at Home - Graduate (Excludes Program Charges)	\$601.00 /hr	\$7,208	\$1,276.00 /hr	\$15,299.00	\$1,300 /hr	\$15,560	\$107	\$107	
* Out-of-state waiver will apply * Out-of-state waiver will apply * Out-of-country waiver will apply * Out-of-country waiver will apply									
SPECIALTY GRADUATE PROGRAMS	Per Credit Hour Rate		Per Credit Hour Rate		Per Credit Hour Rate		<4 Credit Hrs	>4 Credit Hrs	
OTPE and Professional Master's Programs	Click on link to the left for rates.		Click on link to the left for rates.		Click on link to the left for rates.		\$107	\$440	
SPECIALTY GRADUATE PROGRAMS	Per Credit Hour Rate		Per Credit Hour Rate		Per Credit Hour Rate				
Master of Science in Analytics (MSANALYT)	\$207 /hr	\$207	\$267 /hr	\$267	\$267 /hr	\$267	\$107	\$107	
Master of Science in Computer Science (MSCS)	\$195 /hr	\$195	\$195 /hr	\$195	\$195 /hr	\$195	\$107	\$107	
Master of Science in Cybersecurity (MSCSSEC)	\$335 /hr	\$335	\$335 /hr	\$335	\$335 /hr	\$335	\$107	\$107	
Graduate Certificate Program	1-11 Credit Hrs	12 or More Cr Hrs	1-11 Credit Hrs	12 or More Cr Hrs	1-11 Credit Hrs	12 or More Credit Hrs	<4 Credit Hrs	>4 Credit Hrs	
Graduate Certificate Program	\$601 /hr	\$7,208	\$1,276 /hr	\$15,299	\$1,300 /hr	\$15,560	\$107	\$440	
EXECUTIVE EDUCATION PROGRAMS (Semester/Residence Cost)	Cost Per Term		Cost Per Term		Cost Per Term				
Executive MBA Program (MBA/MOT & MBA/GB)	\$21,140.75		\$21,140.75		\$21,140.75				
In-State (Resident)/Out-of-State (Non-Resident)/Out-of-Coun try Classification									
At the time of admission to Georgia Institute of Technology a student will be classified as either a resident, non-resident of the State of Georgia, or out of country for determining the amount of tuition a student will be assessed. A student will either be assessed the resident (in-state), non-resident (out-of-state), or out of country tuition rate listed above based on this determination. Policies and Procedures for determining the classification of residency status are set forth by the Board of Regents of the University System of Georgia. Continuing Students, please continue to review your Student Profile in Oscar for your classification as we implement out of country changes.									

An example can be found [here](#) from Spring 2025 and below. Please note that this can change if tuition is increased or decreased:

# Georgia Institute of Technology

**Spring 2025 Tuition and Fee Rates per Semester**  
Spring 2025

## Graduate Assistantship Tuition and Fees

Full-time Students (12 or more hours)

	Per Semester In-State (resident)	Per Semester Out-of-State (non-resident)	Per Semester Out-of-Country
<b>Regular Master &amp; PhD Graduate Programs (Incl. BMED)</b>	\$ 25	\$ 25	\$ 25
<b>Mandatory Student Fees</b>	\$ 773	\$ 773	\$ 773
<b>Total</b>	\$ 798	\$ 798	\$ 798
<b>Professional Graduate Programs-</b>			
<b>Scheller College of Business-</b>			
Master in Business Administration (MBA)*	\$ 6,121	\$ 6,121	\$ 6,237
Master in Business Administration (Dual Degree)	\$ 7,940	\$ 7,940	\$ 6,237
MS in Quantitative & Computational Finance (MSQCF)	\$ 1,830	\$ 5,015	\$ 5,111
<b>College of Design-</b>			
Master of Architecture (MARCH)	\$ 2,070	\$ 2,119	\$ 2,160
MS in Bldg Const/Integrated Fac Mgmt (MSBCFM)	\$ 2,819	\$ 5,558	\$ 5,664
Master of City & Regional Planning (MCRP)	\$ 1,483	\$ 1,519	\$ 1,548
MS in Geographic Information Science & Technology (MSGIST)	\$ 1,483	\$ 1,519	\$ 1,548
Master of Industrial Design (MID)	\$ 2,070	\$ 3,210	\$ 3,271
MS in Music Technology (MSMT)	\$ 1,795	\$ 1,839	\$ 1,874
MS in Urban Design for CoA (MSUD)	\$ 2,070	\$ 2,119	\$ 2,160
<b>College of Computing-</b>			
MS in Human-Computer Interaction (MSHCI)	\$ 1,050	\$ 3,315	\$ 3,378
<b>College of Engineering-</b>			
MS in Supply Chain Engineering (MSSCE)	\$ 1,307	\$ 4,621	\$ 4,709
MS in Electrical & Computer Engineering (MSECE)	\$ 25	\$ 25	\$ 25
Master Of Science in Analytics (MSANLT)	\$ 7,785	\$ 7,785	\$ 7,785
PhD (joint) in Biomedical Engineering (BMED)	\$ 25	\$ 25	\$ 25
<b>College of Sciences-</b>			
MS in Bioinformatics (MSBINF)	\$ 1,282	\$ 3,988	\$ 4,064
MS in Robotics (MSROBO)	\$ 1,046	\$ 3,311	\$ 3,374
<b>Mandatory Student Fees (add to Professional Graduate rates above for total Tuition and Fees)</b>	\$ 773	\$ 773	\$ 773
<b>GRA/GTA Mandatory Insurance Plan Rates</b>	<b>Fall Term</b> TBA	<b>Spr/Sum Term</b> TBA	<b>Summer Start</b> TBD
<b>International Student Fee (Required of all degree-seeking students holding an F or J Visa in each term of enrollment)</b>			
<b>International Student Fee (ISF)</b>			\$100
For more information regarding the ISF Fee, please visit:			<a href="#">International Student Fee</a>
*The resident rate of \$5,831 is applicable to MBA Graduate Assistants working within the College of Business. The resident and non-resident rate for MBA students with assistantships working for a unit outside of the College of Business is \$7,747.			

In-State/Out of State Classification

The amounts above show how much the student will be charged for tuition by program, the amount of fees per term, and the GRA/GTA Mandatory Insurance Plan Rates. This will allow everyone to see how much the student will be charged for tuition, fees, and health insurance. If a student gets GT housing, meal plan, parking pass, or any other charge, it will also show on their student account.

### Standard Amounts for Tuition Waivers

The standard amounts for tuition waivers are the Master & Ph.D. Candidate In-State rate minus \$25 on the Tuition Cost by Semester under the Master & Ph.D. Candidate line. The tuition waiver will also waive the full (or most) out-of-state amounts, but programs and departments are not charged tuition remission for out-of-state charges. Please go to the Tuition Differential section if your program charges a

tuition differential, also known as a higher tuition rate. As of Fall 2024, the GRA/GTA Tuition Waiver amount are as follows:

- In State = \$7,183
- Out of State = \$15,274
- Out of Country = \$15,565

Banner will remove multiple amounts if the student is an Out of State and Out of Country, which is fine.

### Tuition Differential

Tuition differential refers to the amount of tuition charged by a program that is above the standard amount or known as “Specialty Programs” on the Tuition Costs by Semester page of the Office of the Bursar website. If a student is in a program that charges a tuition differential, the student is responsible for the difference between the standard tuition waiver amount and the tuition differential when the tuition waiver is applied to their student account.

For example, if an in-state graduate student registers for 12 or more hours and the standard rate of in-state tuition is \$7,025, then the tuition waiver will remove \$7,000 from the student’s account. However, the student’s program charges \$9,000 for in-state tuition for 12 hours or more. The tuition waiver will remove \$7,000 from the student's account, and the student will owe \$2,000 plus fees and health insurance (if the student needs health insurance). The student may be at risk of being dropped for nonpayment through the Bursar’s Office if they don’t pay the tuition differential rate and don’t sign up for the payroll deduction.

The program or department can pay for the difference of the tuition, but it is not required. The program or department can contact the Academic Coordinator for Graduate Hiring for more information on how the program or department can pay for the students remaining tuition.

### Off-Cycle Checks

Students who are hired after the monthly payroll deadline may be eligible for an off-cycle check. The hiring program or department will request an off-cycle payment through the Administrative Service Center (ASC) on the student's behalf. ASC can let you know when the student will be paid and can go [here](#) for more information.

### Short Work Break

You can put your students on a Short Work Break (SWB) in OneUSG Connect. This will allow you to pause their pay while they are not working at Tech. You can also take them off SWB in OneUSG Connect so they can start working for you again. This allows you to not have to terminate a student’s position and then rehire them in OneUSG Connect. While the student is on SWB, their hiring record will remain the same as it was before going on SWB.

SWB is not for those who will be working in another position on campus as a GRA, GTA, GA, or student assistant. If a student is going to work for another program or department and does not work for you, the program or department will need to terminate the student and then rehire the student if your program or department will be rehiring the student. A SWB is not needed if you are transferring a student to a new position. If the student is transferring to a new position, an Intra-Institutional Transfer

request must be submitted via Manager Self Service (MSS). The student cannot work while they are in a SWB for any position on campus.

You can go [here](#) to see how you can put someone on SWB.

## Teaching Assistant Training and Development

In accordance with the Board of Regents' policy on graduate teaching/laboratory assistants, each college or department that uses graduate or undergraduate TAs must develop procedures to:

1. provide appropriate training to support and enhance these assistants' teaching effectiveness;
2. conduct regular assessments, based on written procedures and including results of student and faculty evaluations, of each assistant's teaching effectiveness and performance;
3. assess competency in English and, if needed, provide training in English language proficiency.

The Center for Teaching and Learning (CTL) offers two initiatives to help schools prepare their GTAs and UTAs.

- First, the **GT TA Training Canvas** course satisfies the minimum BOR training requirements mentioned in item one above. These interactive, asynchronous modules cover academic policies (e.g., FERPA, Disability Services, Academic Integrity) and effective student support techniques (e.g., communication, grading, inclusive teaching). To complement the Canvas material, CTL offers **TA Development Academy**, a half-day, in-person conference held the Friday before fall semester classes begin. Participants in this optional program led by experienced GTAs are eligible to earn the TA Development badge by reflecting on how to apply evidence-based teaching and learning strategies to support student learning.
- Second, **CETL 2000/8000 Teaching Assistant Preparation** is a one-credit, pass/fail course that covers academic policies and effective teaching skills. While CTL coordinates the course content and on-boards new instructors, schools provide the faculty or graduate student instructor. This course can be offered over a partial or full semester and can be tailored to discipline-specific TA roles.

CTL's International TA Program (ITA) conducts a spoken English language screening for new international TAs whose TOEFL speaking scores are below 26. Based on the outcome of the assessment, graduate students may be referred for enrollment in the ITA program to support English language proficiency, teaching skills, and cultural adaptation to the U.S./American classroom. The ITA program includes a course (CETL 8801 International TA Preparation), workshops, and individual consultation.

## Regulations about Graduate Student Instructors (GSI)

Graduate students may be assigned to teach as instructor of record if they have earned a master's degree or 18 hours of credit in the academic discipline. Each college or unit that assigns a graduate student to teach as the instructor of record must maintain documentation of the graduate student's credentials. Graduate student instructors of record must be directly supervised by a faculty member experienced in the discipline of the course.

Schools that regularly employ GSIs are encouraged to become CTL partners and refer their potential GSIs to enroll in the Tech to Teaching certificate program for future faculty. The **Tech to Teaching program** requires the completion of 10 learning outcomes at the foundation level (usually one to two semesters



of effort) prior to enrolling in the mentored teaching capstone, a weekly seminar that accompanies their teaching experience. For GSIs not participating in Tech to Teaching, schools are encouraged to offer a weekly or biweekly discussion group or to refer GSIs to participate in CTL's GSI Teaching Seminar (when offered).

## Contact

[www.ctl.gatech.edu](http://www.ctl.gatech.edu)

Kate Williams, [kate.williams@gatech.edu](mailto:kate.williams@gatech.edu),  
Assistant Director for TA and Future Faculty Initiatives

Sarah Kegley, [sarah.kegley@gatech.edu](mailto:sarah.kegley@gatech.edu),  
International TA Program Manager

## GRA/GTA positions while doing an Internship

Students will be able to do a GRA/GTA position while doing an internship. However, the student must get approval from their program, the academic coordinator for Graduate Hiring, and Career Services. The internship must be essential to their thesis/dissertation. The student will have to work one of the following arrangements:

- 13 hours as a GRA/GTA and 7 hours at an internship
- 14 hours as a GRA/GTA and 6 hours at an internship

Students must get approval from the Career Center to be a GRA/GTA along with an internship. Questions about this process can be emailed to Jana Stone ([jana.stone@gatech.edu](mailto:jana.stone@gatech.edu)) or Christina Hall ([christina.hall@gatech.edu](mailto:christina.hall@gatech.edu)) in the GT Career Center.

## GRA/GTA doing work with another institution

If a GRA or GTA is doing work at another institution that may interfere with their work at GT, it is encouraged to talk to Legal (found [here](#)) to discuss what is needed for next steps.

## Hiring Graduate students from other institutions

If you are going to hire a student from another USG Institution or another higher education institution, the student will need to be hired as a Tech Temp through Human Resources. This will not come with a tuition waiver and is paid biweekly. There is no maximum amount you can pay them, but they must be paid the current Federal Minimum Wage.

## Students from other countries coming to work at GT

It is possible for a student from another country who isn't studying at GT to come to GT to conduct research as a visiting student. These students would normally come to GT as student interns to conduct research. Information can be found on how to sponsor a visit for a student intern is available [here](#) under the button J Scholar/J Student Intern DS-2019 request. If you have more questions, you can contact the [International Student and Scholar Services](#) department within OIE for further information.

## Concurrent GRA/GTA hires

If you are hiring a student as a GRA and a GTA for any given term(s), the student can be hired into **either the GTA or the GRA, but not both**. The program/department can hire them as a GRA or GTA to award the tuition waiver, and then hire the student as a GA Monthly for their other position. This will allow the student to be paid the two different stipend amounts and receive a tuition waiver. The maximum 50% FTE rate still applies to both positions.

Students must be hired at least 33% for the GRA/GTA position and up to 17% FTE for the GA position. This will allow students to be hired in both positions in HR.

Students must be paid the Institute Minimum for the GRA/GTA position. The GA position can be paid any hourly rate. The Monthly Stipend and GA pay **cannot** be combined to make the institute minimum.

## Student's who don't pay their tuition/fees/Dropped for Non-Payment

If a student has an outstanding balance on their account due to not receiving a tuition waiver in time or don't enroll in the payroll deduction, students will be dropped for non-payment. Students will be notified via email that they are dropped from courses due to non-payment. Appeals can be done by submitting a [Bursar Appeal Form](#) or by going [here](#) and looking for the appeal form on the bursar's website. A \$200.00 reinstatement will be charged to the students' account and the account balance must be paid immediately or by payroll deduction to avoid re-cancellation. If the student was not a fault for being dropped for non-payment, you can email [ask.bursar@business.gatech.edu](mailto:ask.bursar@business.gatech.edu) to ask about waiving the reinstatement fee.

## Graduating

If you currently have a GRA/GTA that will be graduating the next term (regardless of the term being Fall, Spring, or Summer), they will be completing their requirements before the end of the semester, and won't be registering for 12 or more hours, you will need to transfer the student to an hourly GA/Student Assistant position and the student will need to pay the tuition and fees on the hours that the student is registered.

## Students 62 and older

Students who are 62 and older do not have to pay for their tuition and fees. They will receive the 62+ Exemption Waiver. The Registrar's Office can give them a waiver and the student can be find more information [here](#).

Students cannot receive the 62+ Exemption waiver and a GRA/GTA waiver at the same time. The student can only receive one waiver. It is up to the student and department to see which one benefits the student the best. If the student needs health insurance, they can do the GRA/GTA waiver and be hired as a GRA/GTA. However, if the student doesn't need health insurance, they can do the 62+ Exemption waiver and be hired as an hourly GA. The hourly GA can still perform the same duties as a GRA/GTA in these circumstances.

## GRA/GTA leaves/quits during a term

If a GRA/GTA leaves during any part of the term due to withdrawing, completing their degree, leaving campus permanently, or due to medical concerns, the tuition waiver for the student must remain in place. The hiring unit must terminate the student in OneUSG for the last day that the student worked for the term.

If the student leaves the hiring unit for reasons other than stated above, the tuition waiver must be removed and the student must pay the full semester of tuition. More information can be found [here](#) under section 5.2 Timing of Waivers.

### Supplemental Pay

A one-time supplemental payment request (pay type: Student Temp Assignment) is allowed for student employees who perform a task or work on a project outside the scope of their role and that can be requested in MSS. The hiring unit can submit a supplemental payment request for GRAs and GTAs who have been hired at the maximum FTE and asked to be graders, and the amount should be a lump sum that covers their efforts (there is no need to upload hours/timesheet). This is only allowed for those who are at the max FTE of 50% FTE.

## Hiring Systems

### GradWorks

GradWorks is used by some programs for semester hiring management for their departments and programs. Training can be found [here](#) for GradWorks, and you can go [here](#) to see how to request access to GradWorks.

Starting 1/1/2024, departments who use GradWorks must also submit an eRequest through the ASC to hire any type of Graduate Student in a GRA, GTA, or GA (Monthly/Hourly) position. GradWorks does not submit any information to the ASC for student hiring or to start the hiring process.

Hiring units must submit a corresponding request in Manager Self Service (MSS) in OneUSG Connect to terminate student, revise current semester projects or pay, extend hiring end dates, etc.

The hiring dates for the semesters in GradWorks are the following:

- Fall: August 15 to December 31
- Spring: January 1 to May 14
- Summer: May 15 to August 14

You do not have to keep your student employed that entire time; those are just standard dates that are automatically entered into GradWorks since the beginning of each semester does change. You can change the dates in GradWorks to reflect the dates the student will be working.

### OneUSG Connect

Students are hired via OneUSG Connect. Programs and Departments will hire, terminate, and rehire students through OneUSG Connect. You can contact Human Resources or the Administrative Services Center for more information on OneUSG Connect, found [here](#)

### Tips for OneUSG Connect Hiring:

- Hire for the Fall and Spring (Academic year with ASC) and have a May end date OR hire longer with a future semester end date!
- Bulk student hiring is an option within the ASC system ([Job aid available](#)).
- Make sure the position number is not used by someone else.

- Do not forget to terminate those students who are no longer working in your department.

## Important Departments and I9 Information

### Administrative Services Center

Onboarding & Hiring is the Administrative Services Center (ASC) unit that oversees new employee requirements. You can go [here](#) to visit the ASC portal for hiring. Students can contact the ASC to discuss any paperwork due or assistance with it.

New student employees will have to complete the following to be hired:

- Preboarding: Equifax electronic 'packet' of required documents ([tutorial available here](#))
- Onboarding: In-person completion of I-9 with identity verification
  - Students will need two legal documents proving who they are (ID, Passport, Social Security Card, Birth Certificate. Copies or pictures will **not** work) [Link to I-9 eligible docs list](#)

Foreign Nationals need to show that they are authorized to work in the U.S.; therefore, they will also require the following:

- I20 or DS-2019 (Original document from OIE)
- I94 (Paper copy will be needed)

### I-9 Information

I-9's will need to be completed **before** the student's **first day of work**. Departments and Programs can determine the student's start date. For GRA and GTA positions, those normally start on 8/15, 1/1, and 5/15 for Fall, Spring, and Summer respectively. GRA's can start at a later date, but no later than the hiring periods for any given term, found [here](#). GA's can be hired at any point during the semester. The student will receive an Equifax email to the email address that is listed on their hiring paperwork. You will want to suggest to the student to also check their junk mail since it can be routed there by their email provider. Once the student completes the Equifax paperwork, the student will receive **another** email for the student to meet with ASC/HR **in person** to complete the final part of the I-9 process. This **in-person step** must be completed **before the start date** in order to finalize the hiring process.

Student can make a virtual appointment with the ASC to finish the I-9 process. The student can go [here](#) to do this appointment. The student will need to get the I-9 paperwork notarized **before** the appointment. Questions about the appointment or I-9 process can be directed to the ASC directly, found [here](#).

### Hiring lengths for ASC

The ASC will hire all student employees for the **academic year (Fall and Spring)** and not by **term**. If you need to adjust this at any point, you will need to complete an MSS transaction to adjust or contact the ASC on what steps need to be taken to adjust the students hiring. The ASC will generate rosters each semester for departments to confirm that their student employees are still working in the same capacity as they were originally hired. Any changes to the student's employment will need to be made with the ASC as soon as possible!

## Human Resources

Human Resources can assist with questions related to employing students at Tech. Their Student Employment website includes helpful information and a range of resources for both [student employers](#) and [student employees](#). Additional questions can be emailed to [student-employment@gatech.edu](mailto:student-employment@gatech.edu).

Global Human Resources found [here](#), is a great resource if you have any questions about employing foreign national students. They can also help with questions if you have students who will need to work abroad. Questions should be submitted to Global HR via the ASC.

## Bursar's Office

The Bursar's Office posts the tuition waiver for student's accounts. If you have questions about adding or removing a tuition waiver, you can contact the Bursar to assist with removing or adding a tuition waiver or by looking at the Tuition Waiver sections of this manual.

## Financial Aid

Financial Aid only allows **one type** of tuition waiver on a student account (ie Out of State Waiver, GRA/GTA Waiver, etc). If a student has a student loan coming in and will also be using a tuition waiver, the Financial Aid office will need to reduce the student loan amount since the student will be getting a tuition waiver. You can contact the Financial Aid office directly to see how a tuition waiver will affect the loan, but it will vary by student.

# Graduate Assistant

## GA Hourly

Graduate Assistants (GAs) are normally hired as hourly positions (Job Code 909X01). GA-hourly is for students who are not actively hired as a GRA or GTA in any other department on campus. A student can be hired as a GA in multiple departments, but the student's FTE must not go over 50% for all positions combined. Each department the student works in must hire the student as an hourly GA. This position is limited to 20 hours a week.

## GA Monthly

Students may be hired as a Monthly GA (Job Code 905X02) only if they are also hired as a GRA or GTA in another department. This will allow the student to be paid on a monthly basis with their GRA or GTA appointment since students must be on the same pay cycle for all of their student positions. Students cannot be put into a monthly GA position without also being employed as a GRA or GTA. Students cannot go over the 50% FTE for the monthly GRA/GTA and GA positions. If you are hiring a student that is a GRA or GTA, then you must work with the other hiring unit to change the student's FTE to allow the student to work for you. This must also occur in OneUSG Connect. This position is allowed to work 20 hours per week between the Ga-monthly and the GRA/GTA positions combined.

The hiring unit is not responsible for any type of fringe benefit contributions with this position. The unit hiring the student will be the only one responsible for the fringe benefit for the student.

## Pay

Most GA positions have an hourly pay rate and are paid biweekly. The position must pay at least minimum wage but can pay any amount above this amount. The program or department will determine

the amount to pay the student. In Spring 2024, hourly GAs at Tech are paid an average of \$20.95/ hour. The hiring unit can pay the student any amount they see fit as long as the pay rate is at least the Federal Minimum Wage or higher.

If a GRA or GTA is working less than 20 hours, they may also be hired into a second (concurrent) position as a GA. If this happens, the student must be hired as a GA-monthly and will be paid **monthly** instead of biweekly since employees can only be paid one pay frequency (the student should be made aware of this so that they are not expecting to be paid on a biweekly and monthly basis).

If a student is going to have a GRA or GTA position concurrently with a GA position, the combined FTE **cannot** exceed more than 50% or 0.50 FTE. Programs and departments will need to work together to arrange how many hours they will work in each position, but the GRA or GTA position must have at least 33% FTE to receive the tuition waiver.

Pay Rates for Schools/Colleges will be posted on the Graduate Education website (link needed). This can be helpful for those who hire students outside of academic units to see what other people pay, but the decision is ultimately up to the hiring unit to decide on a pay scale.

## Hours

Enrolled students will work no more than 20 hours total per week. Students hired as a GA-hourly will need to clock in and out and their hours must be approved by their supervisor. Their hours and when the student works must be discussed with their supervisor.

Students should **not** work or report time that is over 20 hours per week. Students should also not work during class time(s). Student positions are limited to no more than 20 hours per week while they are registered for courses.

Students should be paid for all the time that they have worked. Students should **not** while they are not being paid. They should be paid for all the work that they do and the hours they are working. This is a federal requirement, and all supervisors and students should follow this information. If students do forget to report hours, they can be paid back pay if needed. Supervisors can alter time as needed.

## Job Duties

The GA position is usually for administrative work, but the student can work in a lab or be a grader as well. The job duties should be discussed with the supervisor. Any questions about what they can't do can be discussed with the Coordinator for Graduate Hiring.

## Other Information

### Tuition Waiver

This position **does not** come with a tuition waiver of any kind. Students should be made aware that this position will not come with a tuition waiver. Communications with a student who is a GA should include information about not having a tuition waiver.

### Registration

GAs should be registered for at least three (3) hours of coursework to be hired as a GA. If a student is temporarily registered for less than three hours, they should be hired as a Student Assistant in pay group 03C. Please review the **Eligibility for Student Employment policy** for more information.

## Tech Temp

If a student is not registered at all, and is not returning the immediate next semester for another Tech degree, they cannot be hired into a student position and should instead be hired as a Tech Temp. Please note that this position does have a limit on the number of hours that they can work per year. Questions about Tech Temps should be directed to the ASC or OHR.

## Student Assistant (in pay group 03C)

### General Information

Students should only be hired in this category if a graduate student is temporarily registered for less than three credit hours during Fall, Spring, and Summer. The student can work up to 40 hours per week. Please note that a graduate student can only do one credit hour **once** during their entire graduate program, as stated [here](#). Student assistant positions are not entered into GradWorks. Only GRA, GTA, and GA positions are entered into GradWorks.

This position does require the student to report hours and is paid biweekly. The pay must be at least minimum wage and can be paid at a higher rate.

### Affiliates

Affiliates are employees at GT, but they do not get paid. These positions are ideal for those who are on a fellowship but need access to something at GT. This **should not** be a work-around in order to not pay a student for a period of time but have them work at GT.

## Edits or Suggestions

If you have any edits or suggestions for this document, please contact Corey McAllister ([cmcallister9@gatech.edu](mailto:cmcallister9@gatech.edu)) directly.

## Appendix & Links

Please note that this information may change at any time. Please go [here](#) to the Resources for Hiring Departments page on the OHR website for further information. Each header has a link to the resource that it is referring to in case the information has changed.

[ASC Website](#)

[Glossary of Terms](#)

[Grad Assistant Rates/Bursar Website](#)

<b>Georgia Institute of Technology</b>			
<b>2022-2023 Tuition and Fee Rates per Semester</b>			
Spring 2023			
<b>Graduate Assistantship Tuition and Fees</b>			
Full-time Students (12 or more hours)			
	Per Semester In-State (resident)	Per Semester Out-of-State (non-resident)	
<b>Regular Master &amp; PhD Graduate Programs (Incl. BMED)</b>	\$ 25	\$ 25	
<b>Mandatory Student Fees</b>	\$ 753	\$ 753	
<b>Total</b>	\$ 778	\$ 778	
<b>Professional Graduate Programs-</b>			
<b>Scheller College of Business-</b>			
Master in Business Administration (MBA)*	\$ 5,831	\$ 5,831	
Master in Business Administration (Dual Degree)	\$ 7,747	\$ 7,747	
MS in Quantitative & Computational Finance ( MSQCF)	\$ 1,786	\$ 4,778	
<b>College of Design-</b>			
Master of Architecture (MARCH)	\$ 2,020	\$ 2,020	
MS in Bldg Const/Integrated Fac Mgmt (MSBCFM)	\$ 2,751	\$ 5,295	
Master of City & Regional Planning (MCRP)	\$ 1,448	\$ 1,448	
MS in Geographic Information Science & Technology (MSGIST)	\$ 1,448	\$ 1,448	
Master of Industrial Design (MID)	\$ 2,020	\$ 3,059	
MS in Music Technology (MSMT)	\$ 1,752	\$ 1,753	
MS in Urban Design for CoA (MSUD)	\$ 2,020	\$ 2,020	
<b>College of Computing-</b>			
MS in Human-Computer Interaction (MSHCI)	\$ 1,025	\$ 3,159	
<b>College of Engineering-</b>			
MS in Supply Chain Engineering ( MSSCE)	\$ 1,276	\$ 4,403	
MS in Electrical & Computer Engineering ( MSECE)	\$ 25	\$ 25	
Master Of Science in Analytics (MSANLT)	\$ 7,596	\$ 7,596	
PhD (joint) in Biomedical Engineering (BMED)	\$ 25	\$ 25	
<b>College of Sciences-</b>			
MS in Bioinformatics (MSBINF)	\$ 1,252	\$ 3,800	
MS in Robotics (MSROBO)	\$ 1,021	\$ 3,155	
<b>Mandatory Student Fees (add to Professional Graduate rates above for total Tuition and Fees)</b>	\$ 753	\$ 753	
	<b>Fall Term</b>	<b>Spr/Sum Term</b>	<b>Summer Start</b>
GRA/GTA Mandatory Insurance Plan Rates	\$ 303.48	\$ 420.52	\$ 183.82
<b>International Student Fee (Required of all degree-seeking students holding an F or J Visa in each term of enrollment)</b>			
<b>International Student Fee (ISF)</b>			\$100
For more information regarding the ISF Fee, please visit: <a href="#">International Student Fee</a>			
*The resident rate of \$5,831 is applicable to MBA Graduate Assistants working within the College of Business. The resident and non-resident rate for MBA students with assistantships working for a unit outside of the College of Business is \$7,747.			
<b>In-State/Out of State Classification</b>			
At the time of admission to Georgia Institute of Technology a student will be classified as either a resident or non-resident student of the State of Georgia for determining the amount of tuition a student will be assessed. A student will either be assessed the resident (in-state) or non-resident (out-of-state) tuition rate listed above based on this determination. Policies and Procedures for determining the classification of residency status are set forth by the Board of Regents of the University System of Georgia.			
<i>All tuition charges, fees, board, room rent, or other charges are subject to change at the end of any academic term</i>			



Graduate Education Website

Job Codes

<b>Job Code</b>	<b>Description</b>	<b>Employee Class</b>	<b>Pay Group</b>	<b>Frequency</b>
900X01	<b>Student Assistant</b> (SA, Tutor, UTA, Paid Intern, Lifeguard,...)	Student	03T (03C)	Hourly
900X02	<b>Resident Assistant</b> (Housing RAs <u>only</u> )	Student	03T	Hourly
900T01	<b>Student Assistant - PURA</b> (Undergraduate research award recipients <u>only</u> )	Student	03T	Hourly
901X01	<b>Work Study</b> (Same roles as SA; with FWS award and approval <u>only</u> )	FWS	03W	Hourly
909X01	<b>Graduate Assistant (GA - Hourly)</b>	Graduate Assistant	03T	Hourly
907X01	<b>Graduate Research Assistant (GRA)</b>	GRA	03G	Monthly
908X01	<b>Graduate Teaching Assistant (GTA)</b>	GTA	03G	Monthly
905X02	<b>Graduate Assistant (GA - Monthly)</b> ( <u>Only if concurrent</u> with GRA/GTA position)	Graduate Assistant	03G	Monthly

Offer Letters

[Onboarding Emails](#)

[Student Employment Process Tips](#)

[Student Employment Website](#)