Hiring Graduate Students

Updated July 8, 2024

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Basic Principles – Hiring Types

- Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA)
  - 13-20 hours per week = 33%-50% FTE
  - Tuition waiver provided by the student's home unit
  - Health Insurance is required
- Graduate Assistant (GA)
  - Administrative work
  - Requires at least 3 or more credit hours
  - Up to 20 hours per week (Up to 0.50 FTE)
  - No Tuition waiver is provided
  - Health Insurance isn't required

- Student Assistant (SA)
  - Administrative work
  - Requires 0-2 credit hours
  - Up to 20 hours per week (Up to 40 hours during summer if the student isn't enrolled)
  - No Tuition Waiver
  - Health Insurance isn't required

- Offer Letters can be found here.

- Limited exceptions can be granted. Exceptions must be sought from Corey McAllister in Graduate Education.

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Basic Principles - Policies

- To be employed as a GRA/GTA, graduate students must be registered [full-time](#) (12+ hours) and have the following stipulations:
  - Fall and Spring:
    - 9 hours must be Graded/Pass/Fail
  - Summer:
    - 6 hours must be Graded/Pass/Fail
- GRA and GTA positions must have Health Insurance (either through GT or a comparable outside source)
  - [SHIP](#) is recommended for students.
  - GRA Healthcare Plan isn't recommended. The SHIP Plan has better benefits.
- GRA's must be continuous for each term they are working on the project, including Summers.
- GRA and GTA positions are required to make a minimum stipend and are updated yearly.
  - Can be found [here](#)
  - It's in the Policy Library by going to the following links
    - Policylibrary.gatech.edu
    - Policy Books → Academic Affairs →Graduate Student Policies → Stipends for Graduate Assistantships

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Tuition Waiver

- GRA and GTAs should only receive one waiver.
  - GRA's should get a GRA waiver and a GTA should get a GTA waiver.
  - A resident student should receive a resident waiver, a out of state student should receive an out of state waiver, and an out of country student should receive an out of country waiver.
- Students shouldn't receive both a GRA and a GTA waiver. They also shouldn't receive 2 Residency Waivers.
- New waiver codes to come soon for Fall 2024 onward!
- Tuition Waivers aren't optional for GRA/GTA positions. If a student is employed as a GRA/GTA, they must receive a waiver.

- The waiver the student receives should be related to their job and residency (ie An In State GRA shouldn't receive a GTA wavier for an out of state student.).
- The following amounts will be removed for a tuition waiver for all students, regardless of tuition differentials:
  - In State - $7,183
  - Out of State - $15,274
  - Out of Country - $15,565
- Students who receive a student loan will have their loans adjusted to reflect receiving a waiver. Questions about how much the student will receive from a student loan should be directed to Financial Aid.

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How to enter a tuition waiver

- Check students Residency in SGASTDN in Banner!
- R is In State; N is Out-of-State; Z is Out-of-Country

How to enter a tuition waiver cont.

- Go to TSAEXPP. Click the X in the upper left-hand corner once you arrive at the screen.
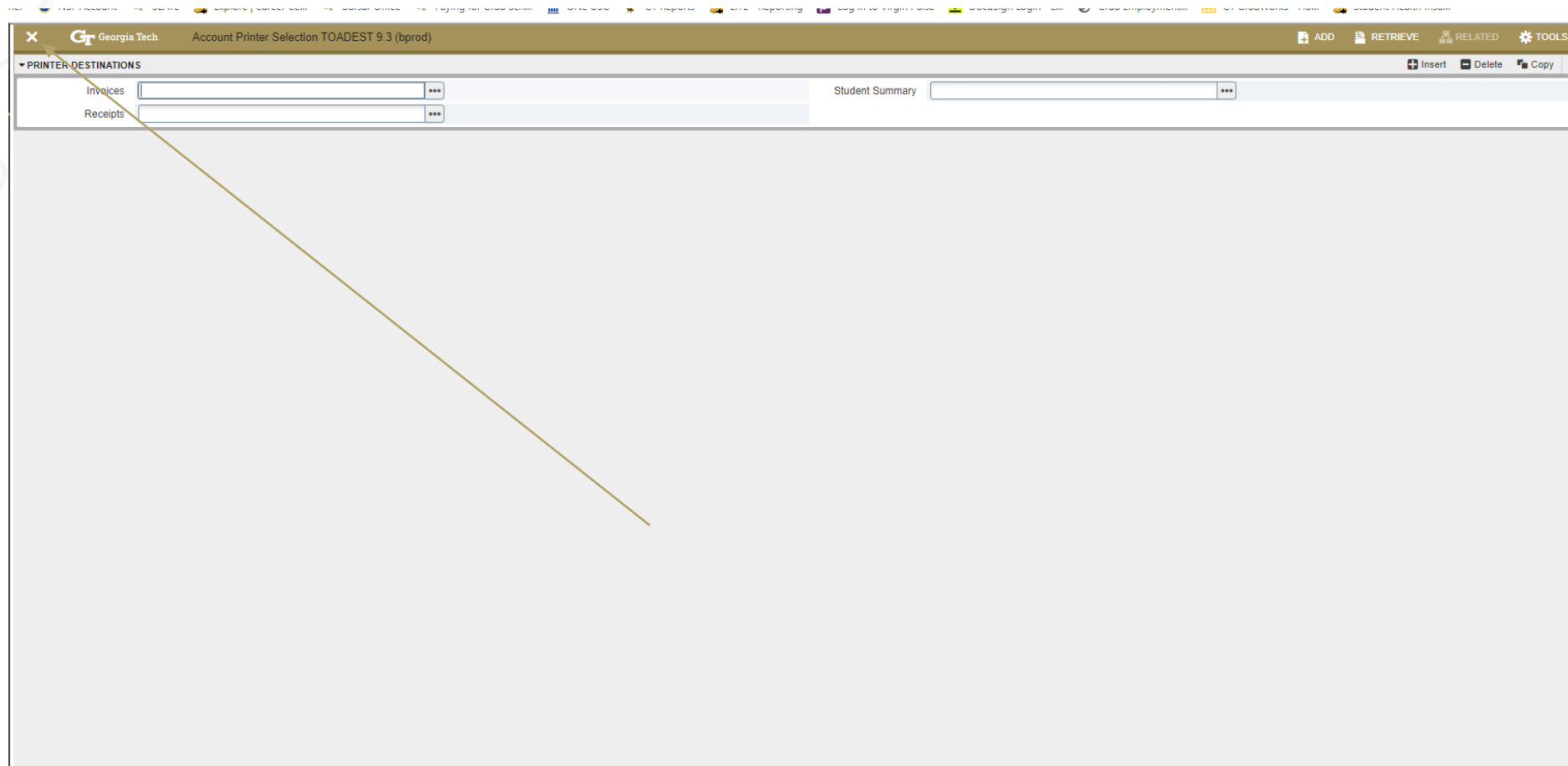
How to enter a tuition waiver cont.

- Use the correct Exemption Code and Term

How to enter a tuition waiver cont.

Click Insert to add a blank row. Insert GTID in the second Column. To remove a waiver, click the empty column next to the GTID you wish to delete, add a D in the column, and then save.

Health Insurance

- Students are normally charged Health Insurance two times:
  - Once in Fall
  - Once in Spring for Spring/Summer
    - If the student starts in Summer, they will be charged Health Insurance over the summer
- If students have a GRA/GTA tuition waiver, they are billed Health Insurance via SHIP. If they don't enroll, they will be enrolled.

- Students can waive the Health Insurance if they have comparable health insurance and can waive it on SHIP's website.
  - Information on Enrolling and Waiving the SHIP Plan can be found here.
- The amount students are charged can be found on the Tuition and Fees chart on the Bursar's website, found here.

Tuition Remission

- Sponsored Projects are charged what is called tuition remission
    - This is only for in state tuition ($7,183 – as of Fall 2024) and this amount doesn't include the $25 charge that the student pays.
    - The charge is ~$1,596 per month for 4.5 months for Fall/Spring and 3 months for Summer.
    - Financial staff know which account to charge these amounts to and questions about this should be addressed to them.
    - Information can be found [here](#).

Graduate Assistant (GA)

- Hourly rate can be any amount set by the hiring unit.
  - Must be **AT LEAST** the Federal Minimum Wage
- The student must register for at least 3 credit hours.
- The student must report hours.
- If the student is currently a GRA/GTA with another department, the student can be hired as a monthly GA.
  - This happens because the student must be on the same pay cycle.

- Students should not be hired as a GA or Student Assistant if they are doing research. If the student is continuing research, then they should be hired as a GRA and enrolled full time.
  - For questions, please email Corey McAllister.
- To seek exceptions, please email Corey McAllister in Graduate Education.

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Student Assistant

- If the student isn't enrolled for a semester but will be returning the following term, they can be hired as a Student Assistant (SA).
  - This also applies if the student is registered for 1-2 credit hours.
  - Note: students who are not enrolled in classes will not be eligible for IRS student exclusion criteria and will have Georgia Defined Contribution Plan (GDCP) and Medicare tax deducted from their pay.

- This position is paid biweekly and will receive an hourly amount.
  - The hourly amount will be determined by the hiring unit.

- This position must log hours.

- This position can only work up to 20 hours per week.

- Students should not be hired as a GA or Student Assistant if they are doing research. If the student is continuing research, then they should be hired as a GRA and enrolled full time.
  - For questions, please email Corey McAllister.

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Full-Time Work in the Summer

- Students who are not registered for summer classes can work up to 40 hours per week.
  - Full time work is not available to GRA, GTA, or GA positions.
  - Students must be hired in a Student Assistant (SA) position to work 40 hours per week.
  - If a student is not finished with a GRA research project, the student **should only be hired** as a GRA during the summer. No exceptions!

- Please note that:
  - GRA and GTA funding mechanisms should never be used for full-time hires.
  - Since the student will not be enrolled between 0-2 credits and working full time, they will not be eligible for IRS student exclusion criteria and will have Georgia Defined Contribution Plan (GDCP) and Medicare tax deducted from their pay.
    - This can be refunded to the student 30 days after the student is either terminated or is in a student position.
    - More information found here!

Pay

- GRA/GTA
  - 2024-2025 Minimum Stipend Amounts:
    - Masters - $1,184
    - PhD - $ 2,291
  - Programs/Departments can pay more
  - No max on pay but should be comparable to other GRA/GTAs in the department.
  - Students can opt into Payroll Deduction to pay for their tuition and fees they owe after the tuition waiver.
    - The payroll deduction is only for GRA/GTA's.

- GA
  - Must make at least $7.25 per hour
    - Spring 2024 Institute-wide Average Pay - $21.23 per hour

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Fellowships & GRA/GTAs

- If the student is on any of the following fellowships, they ***can't*** be on a GRA/GTA:
  - On TENURE with NSF
  - 1st Year GEM Fellows (Fall & Spring ONLY)
    - Students should know if they are on either of those. NSF students declare their status each year.
    - Questions about GEM should be referred to Jackie Strickland
    - Questions about NSF to Coryn Shiflet

- If a fellowship pays for the student's tuition, a student **can't** be a GRA or GTA since the GRA/GTA pays for the tuition.
  - Questions about Exceptions must be directed to Coryn Shiflet & Corey McAllister. You must submit fellowship details to Coryn & Corey as well.

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Internships & GRA/GTAs

- Students can do both but can only do the following:
  - 13-hour GRA and 7 hour per week Internship
  - 14-hour GRA and 6 hour per week internship
- Must be reviewed and approved by Corey McAllister and the Career Center via form found [here](#).
  - International Students should double check with OIE with any questions about visa and CPT questions.
- Students must upload form from above to their Career Buzz account for the semester in which they want to do a GRA/GTA and an Internship.

Military GRA's

- Only allowed for GTRI.
- Currently working on getting Academic Units allowed to use Military GRA's
  - Timeline is TBD.

Short Work Break (SWB)

- Short Work Break (SWB) should be used for positions that will not be getting paid nor working during a set amount of time(ie not working over the Summer)
  - You **can't** have a student on SWB and be hired in a different position during the same term!
- The SWB will allow you to not have to rehire or terminate the student and have the student to continue to work with you or another unit.
- You must put a time frame in which you want the student to not work. You will reactive the student when the time is over.
  - No rehire is needed!

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Hiring Periods – GRA/GTA

- The normal hiring period ends the Friday of the first week of classes for any given semester.
- The last date to hire GRA/GTA's as a late hire is the last day to enroll in Health Insurance.
- The last day to enter tuition waiver during the late hiring period is the day before the last day to hire a student.
  - This allows for the tuition waiver to hit the students account.
- Suggested start dates for these positions can be the following:
  - Fall – August 15 – December 31
  - Spring – January 1 – May 14
  - Summer – May 15 – August 14
- [Fall 2024 HR Monthly Student Hiring Timeline](#)

- Requests to hire students after the hiring period dates can go through Corey McAllister.
  - Please note that the Bursar must approve these since Health Insurance charges are handled through this office. Requests can be denied if it is too late in the term.

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Hiring Periods – GA & Student Assistant

- You can hire for these positions at any time.

- If you miss the GRA/GTA hiring period and are denied approval after the hiring period, the student must be hired as a GA.

  - You have option of paying the student a higher wage to pay them back for tuition.

- [Fall 2024 HR Biweekly Student Hiring Timeline](#)

Income Taxes & Reporting Hours

- Students will pay taxes on what they earn.
  - Federal
  - State
  - Medicare
- Students can go here to see an explanation of their paystub.
- Students who are hired as an Hourly GA or a Student Assistant will have to log hours.
  - Information on how to log hours can be found here.

- The Office of Graduate Education has a Taxes 101 session every year with Human Resources and the Bursars Office.
- Information on the date is found here.

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GradWorks

- GradWorks is used to make sure the correct work tag is being used for a student, that the home unit is notified about entering the tuition waiver for GRA/GTA hires, and to do internal reporting.
- GradWorks does not talk to the ASC and vice versa.
- Not all departments use GradWorks.
- Students don't receive any notifications from GradWorks.
  - Some programs have students to initiate transactions, but most students don't see any part of this process.

- GradWorks confirms with Banner that the student is registered appropriately at the time the request is being created.
- The approval flow gets approval from the Academic Home Unit, Accountant, and School HR.
- Does not enter a waiver but prompts you to enter the waiver.
- GradWorks access can be granted by Corey McAllister.

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Interdepartmental Hiring

- Students hired by somewhere outside their home unit must check to see if they are hired by the home unit or another unit.
    - FTE should never go above .50!
- If a student is a GRA/GTA with one unit, then the student should be hired as a GA (Monthly) in the other department.
- A student hired as a GRA/GTA in another unit isn't required to pay the student their home units pay rate.

- The students home unit is required to enter the tuition waiver.
    - The hiring unit will pay tuition remission instead of the home unit.
- The hiring unit can send out an offer letter to the student.

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Working Abroad

- Students will need to work with Global HR for this.
- This is needed due to tax purposes, security, and making sure the student can access GT information.
- The process must be started at least 30 days BEFORE the student will leave.
  - It is encouraged to start as early as possible to have this information processed.
- Students can go here for paperwork and more information.

Policy Compliance

- Our office will check to see if a student is in compliance based on the following each term:
  - Registered for 12 or more hours with the correct amount of Pass/Fail/Audit coursework and has a Tuition Waiver.
  - Has a tuition waiver.
  - Employed as a GRA/GTA.
  - Correct FTE.
  - Correct Stipend Amount.
- Corey will notify those programs and departments about who is out of compliance.
- A new Tableau Report has been created and departments can start using it in Fall 2024.
  - A How To is in the GRA, GTA, GA Hiring Training Manual.

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Key Reminders for Fall 2024

- July 31 is the last day to **submit eRequests** for fall hires.

- Hiring requests submitted outside of recommended timeframes may result in delays in student employees being paid on time. If you do submit outside of the recommended timeframe, we suggest that you alert your student employees that they may receive a late payment.

- eRequests should be used to **hire** or **rehire** a student employee.

- To support hiring efficiency for units and the ASC team, we no longer integrate GradWorks and ServiceNow for student hiring. Please submit an eRequest to hire or rehire students. *GradWorks should only be used for its intended purpose within your units.*

- Employees **who have never worked at Georgia Tech, have been rehired after not working for two or more years, or have previously been hired as an affiliate should not start working** until, they have completed the Employee Onboarding process.

Helpful Tips and Reminders

- If you need a guide for student hiring, use the **Student Employment Process Tips**.
- To initiate new student hires and rehires, use the **Direct Hire eRequest.**
- To hire or rehire a group of 10 or more, use the **Bulk Student Hiring eRequest.**
    - Review the **How to Submit a Bulk Student Hiring eRequest** knowledge article.
- Visit the **Resources for Student Employers Webpage**.
- Visit the **knowledge base** for additional information about student hiring

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Critical Fall Hiring Dates

- **July 29** – Last day to modify any fall student positions (biweekly and monthly)

- **July 31** – Last day to **submit eRequest** for fall hires

- **August 5** – Last day to initiate transfer transactions

- **August 5** – Last day to initiate Short Work Break (SWB) transactions

- **August 5** – Last day to initiate terminations

- **August 14-16** – Student Onboarding Event

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Resources

- [Canvas Student Employee Onboarding Tutorial](#)
- [Resources for Student Employers Webpage](#)
- [Resources for Student Employees](#)
- [2024 Monthly Student Employment Timeline](#)
- [2024 Biweekly Student Employment Timeline](#)
- [Payroll Calendars](#)
- [Academic Calendar](#)
- [Adding/Changing Position Funding](#)

- [Grad Hiring and Supervision Website](#)
  - Hiring Periods
  - Hiring Training Manual
  - GradWorks information
  - Non-Academic Unit Hiring Requests
  - Employment Guidance

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Questions?