Agenda

• Welcome
• HR Updates
• Graduate Assistant Appointments
• Feedback Exchange
• Up Next
• One-on-One Questions
HR Updates

• New HR website launched!
• New Employee Forms Wizard enhancement
• Continue watching the 2015 Background Check Policy update link on the HR website for official memos regarding the process changes, training dates, and FAQs
• Teaching and research are integral requirements to obtaining a graduate degree at Florida State University

• The primary relationship with graduate assistants receiving a stipend is still one of being a student

• To monitor compliance with university policies and Fair Labor Standards Act (FLSA) requirements, it is imperative that the proper appointment classifications be used
Graduate Assistant Job Codes

- M9182 Graduate Research Assistant
  - Performs research activities or assignments that are related to the student's academic program
- M9184 Graduate Teaching Assistant
  - Performs primary teaching assignments that are related to that student's academic program
- W9185 Graduate Assistant (Teaching)
  - Assists in the instructional process and who has direct contact with a student or a group of students
- Z9185 Graduate Assistant (Research)
  - Assists in a degree related professional or academic function under the supervision of a graduate faculty member, or performs degree related professional or administrative services that supports research or instructional activities
Graduate Assistant Job Codes

- N9185 Graduate Assistant
  - Non-degree related employment by a graduate assistant would constitute an employer-employee status with Florida State University
  - Waivers are granted under this code
  - A time sheet is required
  - Minimum hourly pay, FTE, and Term Length are still required under university waiver policy guidelines
Appointment Dates

• Graduate Assistants should be appointed for dates when work is being performed

• Common appointment dates
  – Faculty appointment dates
    • August 10, 2015 – May 6, 2016
  – Class dates
    • August 24, 2015 – December 11, 2015
    • January 6, 2016 – April 29, 2016

• All paperwork (including the I-9 form) must be complete prior to work beginning
Letter of Initial Appointment/Offer Letters

- Initial offer letter is required at the onset of each graduate assistant appointment
  - Must be submitted with hiring paperwork
  - 15 required elements
  - Templates available on the Graduate School – Faculty/Staff Blackboard site
  - No salary shall be paid in the absence of a signed letter of appointment properly on file with the University

- Reappointment letters are required for each reappointment of the graduate assistant
  - Kept on file at the department level
Stipend Amounts

- 9-month employee (19.5 pay periods) on a 0.50 FTE appointment
  - $10,000 minimum stipend
- Employees appointed at a higher or lower FTE shall be paid at a stipend rate representing a proportion of this minimum
  - Equates to $12.82 per hour
- Stipend amounts for 2015–2016 are subject to change pending Collective Bargaining
GA Express

• Expedites the appointment process and allows for the tracking of appointments in OMNI through the approval process
  – Job opening created for each semester and can be viewed in OMNI HR > Recruiting > Browse Job Openings, but is not advertised
  – When a department knows who they will be hiring as a graduate assistant, the department can enter the graduate assistant record in OMNI via the Recruiting > Add GA Appt / OPS Fac Appt link

• A job aid is also available on the website at http://omni.training.fsu.edu/
  – Click on OMNI Human Resources > Recruiting Activities > Appointing Graduate Assistants
Mass Appointments

• Allows reappointment of more than one graduate employee at a time for fall 2015 and spring 2016 semesters
  – Reappointments are entered on one spreadsheet
  – Routed in batches from the Department Representatives, to Department Managers, and, where applicable, to Sponsored Research

• A job aid is also available on the website at http://omni.training.fsu.edu/
  – Click on OMNI Human Resources > Appointment Activities>Enter Graduate Assistant Mass Appointments
Mass Appointments Timeline

Wednesday, June 17th – Monday, July 6th
Graduate Mass Appointment open to Department Representatives (Originator) for entry.

Tuesday, July 7th – Wednesday, July 8th
Open for Manager approval for all Graduate changes.

Thursday, July 9th – Friday, July 10th
Open for Department Representatives (Originator) to review and update any changes per Manager.

Monday, July 13th
Open for Manager to approve final changes.

Tuesday, July 14th – Monday, July 20th
File sent to Sponsored Research for approval.

Tuesday, July 21st
Load file in OMNI once released from Sponsored Research.
Fall Appointment Deadline

To ensure all appointments are processed prior to the tuition waiver window opening, submit all pPAFs and ePAFs no later than July 6th.
Tuition Waiver Entry

- Why are Graduate Assistant Appointments critical to this process?
- What does the waiver window consist of?
- How has this changed due to Early Financial Aid distribution?
Direct Charging of Waivers

• What is it?
• There are 2 sides to the puzzle
  – Entry of waivers
  – Direct Charge Program
• How the direct charge calendar comes into play
• How the process works
Health Insurance Subsidy

• What is it?
• Why is it so important, and why are graduate appointments so critical in this process?
• What are the qualifications?
• How does the process work?
Questions?
Feedback Exchange
Up Next

June HR Forum: FSU & You
Thursday, June 11, 2015

Summer 2015 Department Representative Meeting
July TBD
Thank You!
One-on-One Questions

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