



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES

# HR Forum

## Graduate Assistant Appointments

May 26, 2015



# 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



# Graduate Assistants

- 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?





# Graduate Assistant Appointments

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



Section	Representative
Benefits/Retirement	Linda Lieblong
Compensation Services	Rachel Slingsby
Diversity & Inclusion	Sandi Anderson
Employee & Labor Relations	Beverlyn Samuels
Employee Data Management	Katie Filomio
Employment & Recruitment Services	Becky Maas Jomar Bonadonna
Equal Opportunity & Compliance	Michelle Douglas
Facilities HR	Tamieka McFadden
Faculty Relations	Rebecca Peterson
Attendance & Leave	Christine Conley
Training & Organizational Development	Sandi Anderson