**GRADUATE PAYROLL PROCESSING:**

**PROCESSING CHANGE:** Do not send copies of the signed GR04 screen print. Copies of the GR04 screen are no longer required in the Payroll Department.

- Please make sure to enter the correct action code for the appropriate Graduate Assistant situation. The following action codes are the ONLY codes that are to be used for the start of the Fall semester with the action start date of 8/23/2014.

  - 102 (new) – A new Graduate Assistant that has NEVER been paid via the graduate assistant payroll. This does not apply if a GA is merely new to your department or school.

  - 104 (re-employ – break in service), Former Graduate Assistants who were INACTIVE on the graduate payroll as of May 22, 2014 – use **ACTION CODE – 104** & effective date of 8/23/2014. Action Code 104 also requires a NEW, or RECERTIFIED Form I-9 to be complete due to the break in service.

  - 120 (continuation/renewal) - Graduate Assistants who were ACTIVE on the graduate payroll as of May 22, 2014 - use **ACTION CODE – 120** & effective date of 8/23/2014 regardless of any changes that may have occurred after completing the spring semester, i.e. level increase, or percent change.

- The use of incorrect action codes will interfere with the information that is transmitted to the Bursar’s Office regarding tuition waivers.

- Offer letters must be sent to the Payroll Department with signed GR04 screen prints. Do not send offer letters and GR04 screens separately. **NEW INFORMATION- Do NOT send a copy of the signed GR04 screen print, just the original signed GR04 screen.**

**NEW GRADUATE ASSISTANTS:**

A new Graduate Assistant has NEVER been paid via the graduate payroll.

- Process the payroll authorization using **ACTION CODE – 102**

- Offer letters must be sent to the Payroll Department with signed GR04 screen prints.

- Form I-9, Federal and State W-4 forms are required; however, they may be sent separately to the Payroll Department. The payroll authorization and offer letter allow the GA to be set up in the system, and to have the first payment generated. The Form I-9 allows the payroll office to release the pay check to the GA.

- Direct Deposit Authorization Agreements (optional) may be submitted at any time. These forms are available on the Payroll website Direct Deposit page.
Graduate Payroll Processing Reminders

**Corrections: ACTION CODES**

- Corrections to stipend level and/or percent employed (that are processed with an effective date of 8/23/2014) must be processed on the GR03 screen using the current action code (102, 104 or 120) plus “CR”. **Do not use code 406 (stipend level change) or code 506 (percent change) for corrections with 8/23/2014 effective dates.**

**OFFER LETTERS**

- Offer letters must be sent to the Payroll Department with the corresponding payroll authorization. Offer letters are valid for one academic year (Fall 2014 to Spring 2015 (8/23/14-5/22/15) Any offer letter that is used as a projection for future, or continuous employment outside of the current academic year, will not be accepted. These offer letters will be returned to the department.

- A new or revised offer letter must be submitted with any corrected payroll authorization whenever a change is made to an original contract that effects the payment to a Graduate Assistant.

- The Department of Human Resources website has various Graduate Assistant template offer letters. These offer letters are periodically reviewed and meet the University of Connecticut’s compliance regulations. These templates must be used and tailored according to the specifics of the school or department making the offer. [http://www.hr.uconn.edu/employment_services/offer_manual.html#6](http://www.hr.uconn.edu/employment_services/offer_manual.html#6)

- Payroll will not accept offer letters that are not in compliance with HR's offer letters.