GRADUATE ASSISTANT PAYROLL PROCESSING
INFORMATIONAL SESSION

PRESENTED BY THE UCONN PAYROLL DEPARTMENT

12/4/13
GRADUATE ASSISTANT PAYROLL

Agenda

- Welcome
- Graduate Assistant Payroll
- Other Information
- Wrap Up
- Q & A
Life Cycle

Payroll receives paperwork. GR04 screen-print, offer letter and I-9 are sent to Payroll.

Academic department updates Genesys.

Is the assistantship in an academic department?

No

Non-academic department sends offer letter and inter-departmental check list to academic department.

Yes

Is the paperwork on time?

Paperwork is placed in a pending status and will be reviewed after on-time paperwork has been completed.

Yes

Is the paperwork accurate?

Payroll works with departments to resolve issues. This may cause a delay in payment.

No

Offer letter signed.

Payment Created.

Yes

Academic department updates Genesys.

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• Action Codes
  • Determine benefit eligibility
  • Used for reporting

• Overview of required paperwork
  • GR04 Screen-print
    • Always required for every transaction
  • Offer letter
    • Required for hires, continuations and any transaction that effects pay (level changes, percent changes)
  • Form I-9
    • Required for hires and when continuing employment beyond the current visa end date
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• Offer letter
  • Must include the semester dates (or dates of employment if other than a semester), stipend, type of assistantship (Teaching, Research or Both) and be signed by both the department and the GA

• Importance of timely payment
  • Labor law compliance
    • Institutional fines/citations

• Graduate Assistants are paid to date
  • Unlike other populations who are paid in arrears, it is even more important to communicate any changes to pay (level changes, percent changes and terminations) a.s.a.p.
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11/1/13
Deadline for paperwork to be received by Payroll for payment on 12/13/13

12/2/13
Pay is transmitted to Core-CT for 12/13/13 paycheck creation

12/13/13
Paycheck issued for the 11/29/13 to 12/12/13 period
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- Total Graduate Assistants paid to date: 2,214

- 62% paid on time: 1,377 (check dated 9/5/13)
- 17% first check one cycle late: 376 (check dated 9/20/13)
- 15% first check 2 cycles late (10/4/13)
- 6% first check more than 2 cycles late
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Unit A: 397 Assistantships

- On time: 23%
- 1 cycle late: 32%
- 2 cycles late: 33%
- More than 2 cycles late: 12%
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Unit B: 1,166 Assistantships

- On time: 79%
- 1 cycle late: 10%
- 2 cycles late: 9%
- More than 2 cycles late: 2%
Enhancements

- End date process
  - Will include student in future notifications
- Department outreach
- Graduate Assistant Payroll webpage
  - Payroll’s website will include a page designed specifically for Graduate Assistants
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• Dates/Deadlines
  • New hire dates
    • Spring Semester hires are effective 1/7/14
  • Continuing dates
    • Spring Semester continuations are effective 1/8/14
  • Separation date
    • Fall separations are effective 1/7/14
  • Deadline
    • 12/2/13
OTHER INFORMATION

• Training
  • Have you had staffing changes in your department and would like additional training?
• ePay
  • Approximately 4,800 have logged in to ePay of the 13,100 employees.
  • 3 steps to success
    • Create a password that is easy to remember
    • Set up a system email address in My System Profile
    • Create a forgotten password help question in My System Profile
  • Additional information can be found on the ePay page on Payroll’s website.
• Direct Deposit
  • The Payroll Department encourages all employees to sign up for the benefit of direct deposit.
Q & A