Graduate Assistant Redefinition
Information Session for Academic and Non-Academic Departments
History

- Upon approval of the Council of Deans and the Vice Presidents, Graduate Assistants are now defined as “a graduate student who provides teaching or research support to the University that is part of his/her academic program”

- This change is to ensure that the University acts in accordance with federal guidelines that specify that assistantships be a part of a student’s teaching or research mission to qualify for the special taxation status that is currently applied to Graduate Assistant tuition waivers.
Application

• For the purpose of this initiative, Academic Departments are defined as those departments who offer a graduate certificate or degree.
• Non-Academic departments will no longer have access to enter Graduate Assistant payroll authorizations into Genesys.
• Academic departments will continue to have access to enter Graduate Assistant payroll authorizations into Genesys.
• With Academic Advisor approval, Academic departments may enter Graduate Assistant payroll authorizations for the Non-Academic department.
Application

- **Non-Academic (Hiring) department**
  - Initiate offer
  - Create offer letter and acquire signatures
  - Complete Form I-9
  - Provide Federal and State W-4 forms to student
  - Provide Direct Deposit form to student
  - Communicate with Academic department
  - Submit Offer letter to Academic department
  - Sign the Payroll Authorization (GR04 screen print)

- **Academic (Home) department**
  - Creates Graduate Assistant payroll authorization (GR04 screen print) in Genesys based on information provided by the Non-Academic department
  - Acquires signatures and returns GR04 screen print and Offer letter to Non-Academic department
Flow

**Step 1.** Signed offer letter and Inter-departmental check list

**Step 2.** Signed GR04 screen print and offer letter

**Step 3.** Signed GR04 screen print, offer letter, Form I-9, tax forms and direct deposit form
Tools

• New offer letter
  • Research Assistant in Non-Academic Unit
• Steps for hiring a Graduate Assistant by a Non-Academic department
• Inter-department Check List
• FAQ’s
GRADMENU
DISTRIBUTED ADMINISTRATIVE REPORTS MENU

• New GRADMENU is replacing GA reports currently accessible via FOCUS
• Accessed directly from CMS
• Reports available (for your assigned area(s))
  • Payroll Authorizations Cleared by the Graduate School
  • Audit of I-9 Status
  • Listing of GA’s by Work Location (including a version that may be downloaded to Excel)
  • GA Salary Level Change report
Additional Items

• I9 informational session
  • June 11 & 13
• New Academic Year rates
• ePay reminder
  • All returning Graduate Assistants who have enrolled in direct deposit will access their pay statement online via ePay. Please remind your GA’s that they will no longer receive an advice of deposit.
ePay

• ePay is live and available for use
  • The check dated May 31, 2013 was the last printed direct deposit statement of advice.
  • The June 14, 2013 direct deposit statement of advice will be available exclusively on-line.
• Log in information
  • User ID – 6 digit employee number located on your pay stub
  • Password – First 4 letters of last name (all caps) and last 4 digits of your Social Security Number
  • Set up your system email address and forgotten password help question located under My System Profile.
• Log in now, beat the rush!
  • To date about 1650 of the 14,000 UConn users have logged in to ePay.
• Visit Payroll’s website for training tools, F.A.Q’s and Help Requests.
Q & A