To: College and Division Business Administrators  
From: Raysa Caba, HRMS Administrator  
RE: FY15 Spring Graduate Student Employment Procedures  
Date: December 9, 2014  

Please distribute to all appropriate staff.

Spring assignments for Teaching Assistants, Teaching Fellows, Instructional Assistants, Graduate Assistants, and Research Assistants start 1/16/15 for new hires, rehires, and transfers.

All ePARs with an effective date of 1/16/15 should be submitted to HR by Friday, 1/9/15 to ensure timely processing. The January M013115 Monthly Final Payroll is scheduled on Friday, 1/23/15.

A. Teaching Assistants (TA), Teaching Fellows (TF), and Instructional Assistants (IA) are 9-month employees and their assignment starts 1/16/15. If assignment will not continue into the Spring, create a Change Employment Status ePAR to terminate assignment effective 1/16/15.

Teaching Assistants, Teaching Fellows, and Instructional Assistants who are enrolled and working during the Spring should be placed on one of the job codes listed below.

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>1110</td>
<td>Teaching Fellow</td>
</tr>
<tr>
<td>1120</td>
<td>Instructional Assistant</td>
</tr>
</tbody>
</table>

B. Graduate Assistants (GA) and Research Assistants (RA) are 12-month employees and their assignment starts 1/16/15. If assignment will not continue into the Spring, create a Change Employment Status ePAR to terminate assignment effective 1/16/15.

Graduate Assistants and Research Assistants who are enrolled and working during the Spring should be placed on one of the job codes listed below.

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3080</td>
<td>Research Assistant</td>
</tr>
<tr>
<td>3160</td>
<td>Graduate Assistant</td>
</tr>
</tbody>
</table>
C. **Graduate students who are enrolled, but are not eligible** for the above titles are to be paid an hourly rate. This title is not insurance eligible and will NOT generate a stipend for the employee.

5050 Graduate Assistant/Non-Exempt

**Graduate students who are working but not enrolled** during the Spring should be placed in one of the following temporary job codes. These titles are not insurance eligible and will NOT generate a stipend for the employee.

3200 Non-Ben Exempt Staff – The monthly rate must be $1,971.66 or greater to be paid in an exempt position (regardless of FTE).

5200 Non-Ben Non-Exempt Staff – If the monthly rate falls below $1,971.66, the employee must be placed in a Non-Ben Non-Exempt position, paid hourly, and will be eligible for overtime if working more than 40 hours in a week.

D. **Summer Work Break and Leave of Absence** – TA, TF, IA, GA, and RA are not placed on Summer Work Break or Leave of Absence for the Spring. If TA, TF, IA, GA, and RA will not be employed for the Spring, then the department should create a Change Employment Status ePAR to terminate assignment effective 1/16/15.

However, TA, TF, and IA are automatically placed on Summer Work Break effective 6/1/15 for the summer months.

E. **Insurance Stipend Eligibility** – TA, TF, IA, GA, and RA receive $150 a month insurance stipend for their health coverage if employed for 4 and a half months and working 20 hours a week. This additional pay will be automatically added to eligible graduate students. No action is required by the department.

Insurance stipend of $150 is paid to eligible graduate students that are active in the system on the 1st of the month. Graduate students that began their employment later in the month are not eligible for the stipend until the first of the following month. If graduate student terminates in the middle of the month, the insurance stipend is NOT pro-rated. Graduate student will receive the entire amount in that case.

F. **Insurance Coverage Eligibility** – TA, TF, IA, GA, and RA are eligible for the university health insurance through the Employee Retirement System (ERS) if employed for 4 and a half months and working 20 hours a week. Graduate students are not automatically enrolled in ERS and must contact HR Service Center for enrollment.

G. **Benefits Orientation** – Benefits Orientation sessions will not be held for the Spring, unless there is sufficient demand. HR can conduct a Benefits Orientation session in your department with a minimum of 10 or more graduate students. For additional information, please contact Deanna Holmes at X3-3689 or dholmes4@uh.edu.
H. Tuition Waiver Deadline – the deadline for the Spring tuition waiver is Wednesday, February 4th at 5:00 PM.

I. Employment Verification – a new I-9 must be completed for foreign national graduate students rehired by the university if:

a) They have not worked for the university within the past 12 months, or  
b) They have changed the expiration date of their current visa since their last I-9, or  
c) They have changed visa status type since their last I-9, or  
d) They were previously on a visa but have become a permanent resident or US citizen.

Employees must come to the HR Service Center prior to their first day of employment to update their I-9.

J. Pre-I9 Request – To shorten HR lobby wait time for your undergraduate and graduate student hire, please consider our new Pre-I9 process, in which HR will set up your qualifying hire in PeopleSoft and send them direct deposit signup instructions; http://www.uh.edu/human-resources/manager-toolbox/hiring/hire/pre-i9/. Deadline for the Pre-I9s is January 9th.

The HR Service Center is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. If other arrangements need to be made, please call X3-3988.

If you have any questions, please feel free to contact:

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