Summer Graduate Students Guidelines

Below are the Summer ePAR hire dates for Teaching Assistants (TA), Teaching Fellows (TF), Instructional Assistants (IA), Graduate Assistants (GA), Research Assistants (RA), and Research Assistants/Tuition Eligible (RA/TE).

Please submit ePARs as early as possible to ensure timely approval and correct payment in the proper pay cycle.

<table>
<thead>
<tr>
<th>Session</th>
<th>Hire Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Session 1</td>
<td>6/01</td>
<td>9/01</td>
</tr>
<tr>
<td>Session 2</td>
<td>6/01</td>
<td>7/16</td>
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<tr>
<td>Session 3</td>
<td>6/01</td>
<td>8/01</td>
</tr>
<tr>
<td>Session 4</td>
<td>7/16</td>
<td>9/01</td>
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Teaching Assistants, Teaching Fellows, and Instructional Assistants who are working during the summer should be placed on one of the job codes listed below. If an employee is on Summer Work Break (SWB) then the summer assignment will be placed on the next available Empl Record.

1960 Summer Teaching Assistant
1961 Summer Teaching Fellow
1962 Summer Instructional Assistant

TA, TF, and IA who worked during the Spring are eligible for insurance coverage during the Summer and have been placed on Summer Work Break on 6/01. If they have insurance, they will be pre-collected for the summer months on M0430XX and M0531XX paychecks. These paychecks will each have 2.5 times the standard insurance deductions and 2.5 times the insurance stipend to cover the three month summer break. Please note that summer work break and pre-collection are automated by the Benefit Program = IN9, Employee Class = Grad Assts, and Officer Code = 9 pay 9.

Graduate Assistants (GA), Research Assistants (RA), and Research Assistants/Tuition Eligible (RA/TE) are 12-month employees and their assignments will continue unless terminated.

If a GA, RA, or RA/TE will not work during the summer and is expected to return in the Fall, they should be placed on a Leave of Absence/Education effective 6/01 and expected return date 9/01. To prevent loss of insurance eligibility, Leave of Absence/Education will allow eligibility for COBRA to continue insurance for the summer months. If they are terminated, insurance
coverage and insurance stipend will be terminated, and they will be required to wait 60 days for insurance coverage to begin after they return in the Fall.

If a GA, RA, or RA/TE is working for another department over the summer, they should be transferred to the new assignment to maintain their insurance coverage and insurance stipend.

**Graduate students** who are not eligible for the above titles are to be paid an hourly rate and should be placed in the following job title on the next available record. This title is not insurance eligible and will NOT generate insurance stipend for the employee.

5050  Graduate Assistant/Non-Exempt

**Summer Termination**

Graduating TA, TF, or IA are eligible to continue insurance coverage for the Summer *(regardless of graduation date)* and should be terminated effective 9/01. September terminating ePARs may be processed early.

Graduating GA, RA, or RA/TE should be terminated effective 6/01.