Salary/Pay Administration

This policy applies to Graduate Assistants only.

PAY PROCEDURES

Non-teaching graduate assistants are paid bi-weekly on an hourly basis. Departments are responsible for monitoring the hours worked by graduate assistants for budget purposes.

Graduate teaching fellows, graduate research assistants and graduate teaching assistants are paid five times during a regular semester. If a scheduled pay day falls on a holiday, payment will be on the day preceding the holiday.

All required deductions, such as federal and state taxes, will be automatically deducted from paychecks based on the completed W-4 and L-4.

Paychecks should be reviewed and errors immediately reported to supervisors who in turn report errors to the Payroll Department.

TEACHING FELLOWS, RESEARCH ASSISTANTS, TEACHING ASSISTANTS, PROFESSIONAL SERVICES ASSISTANTS, ADMINISTRATIVE ASSISTANTS

Discretionary Authority for Budget Units

1. Budget units may not reduce the salaries for graduate assistants below the base or minimum rate allowed in order to increase their allotment of positions.

2. With the approval of the budget unit head graduate assistant positions may be split on a 50 percent basis, provided the work required is reduced by 50 percent. No other division of salaries, tuition, and work is permitted. Graduate assistants working on a split basis are responsible for clocking in the correct department.

3. In addition to the above salary, the remuneration includes a full waiver of both in-state and out-of-state tuition, plus a waiver of the international student fee.

4. The waiver for both in-state and out-of-state tuition will be added to the graduate assistants' taxable incomes.

5. Graduate Assistants will receive tuition waivers as follows:

    SPRING AND FALL SEMESTERS
    *   GA's who begin their assistantships within the first nine working days of the spring and fall semesters will receive a 100 percent tuition waiver.
    *   Those who begin on day ten through day 18 will receive a 75 percent waiver.
    *   Those who begin on day 19 through day 27 will receive a 50 percent waiver.
    *   Those who begin on day 28 through day 35 will receive a 25 percent waiver.
    *   Those who begin after day 35 will receive no tuition fee waiver.

    SUMMER SEMESTER
    *   GA's who begin their assistantships within the first four working days of the summer semester will receive a 100 percent tuition waiver.
    *   Those who begin on day 5 through day 9 will receive a 75 percent waiver.
    *   Those who begin on day 10 through day 14 will receive a 50 percent waiver.
    *   Those who begin on day 15 through day 19 will receive a 25 percent waiver.
    *   Those who begin after day 19 will receive no tuition fee waiver.

6. GA's taking term classes during the summer will be eligible for a full tuition waiver but must work 20 hours a week both terms.

7. For each assistantship position, budget units are responsible for paying 100 percent of the salary and 100 percent of the tuition waiver. No partial payments of either will be allowed without the prior permission of the academic dean.

Remuneration From External Funds
1. Principal Investigators shall negotiate salary levels with funding agencies. Salaries greater than the standard rate must be based on special needs clearly documented in the grant and approved in advance of submission of the grant proposal by the academic dean.

2. All graduate assistantship positions funded from external sources must be carefully and meticulously documented as to the hours and dates worked, duties performed, and any other requirements established by the funding agencies.

3. The University supports the payment of out-of-state tuition as a match in proposals for external funding only in those instances where the funding agency's rules prohibit the agency from paying out-of-state tuition.

4. For each assistantship position funded from external sources, budget units must pay 100 percent of the salary and 100 percent of the tuition. No partial payments of either will be allowed without the prior approval of the academic dean.