

**PROCESSING SUMMER JOBS FOR GRADUATE APPOINTMENTS
Summer 2015**

The following guidelines have been established for processing summer graduate appointments.

- The May HRFE deadline for MN6 to submit a transaction to UICHR Service Center is 5/15/2015
 - Reappointments direct applied by the College must be applied by 6/7/2015
- The June HRFE deadline for MN7 to submit a transaction to UICHR Service Center is 6/22/2015
 - Reappointments direct applied by the College must be applied by 7/5/2015

General Position and Job Information

Position Number	Use existing pooled Summer Job positions first. If a p-class does not exist, then please create based on the p-class structure found under the title section.														
Suffix	SM														
Effective Date	Effective date for summer service cannot be prior to 5/16/15. Except for instructional, the effective date should be the date that actual service is being provided.														
End Date	End date for summer service cannot exceed 8/15/15. Except for instruction, the end date should be the date that actual service is being provided														
Job Type	Overload														
Title	The list below are the acceptable job titles and the abbreviations:														
	<table border="1"> <thead> <tr> <th>Type of Service</th> <th>P-Class</th> <th>Abbreviated Job Title</th> </tr> </thead> <tbody> <tr> <td>Summer Graduate Assistant</td> <td>CDSAA</td> <td>SUMMER GRAD ASST</td> </tr> <tr> <td>Summer Graduate Teaching Assistant</td> <td>CDSHA</td> <td>SUMMER TCH ASST</td> </tr> <tr> <td>Summer Graduate Research Assistant</td> <td>CDSGA</td> <td>SUMMER RES ASST</td> </tr> </tbody> </table>			Type of Service	P-Class	Abbreviated Job Title	Summer Graduate Assistant	CDSAA	SUMMER GRAD ASST	Summer Graduate Teaching Assistant	CDSHA	SUMMER TCH ASST	Summer Graduate Research Assistant	CDSGA	SUMMER RES ASST
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Summer Graduate Assistant	CDSAA	SUMMER GRAD ASST													
Summer Graduate Teaching Assistant	CDSHA	SUMMER TCH ASST													
Summer Graduate Research Assistant	CDSGA	SUMMER RES ASST													
FTE	The FTE will represent service provided by the graduate student.														
Monthly Salary	As during the academic year, the summer salary must maintain the minima for graduate appointments. http://www.hr.uic.edu/classification_and_compensation/minima_for_graduate_appointments/														
Factor	9 – no other value is acceptable.														
FOAPAL	Labor distribution information. It is not necessary to use multiple suffixes to reflect different FTE changes or labor distributions. Units have the ability to add future dated changes on reappointments as well as new summer jobs being added.														

HR Front End (HRFE) routing

- HR Front End (HRFE) transactions for Graduate **reappointments only** are direct applied by the College level. Step-by-step HRFE instructions can be found in the HR Front End Transaction – Graduate Reappointment located online:
https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_compensation/HRFE_Grad_Reappointment.pdf
- All Hospital and Health Science Systems graduate appointments should be initiated on a Transaction Request Form via Online Services.
- All other HR Front End transaction types such as New Hire, Add Job, etc. will be applied by the UIC HR Service Center.

Graduate Employee's Organization (GEO)

- Graduate Assistants with GRAD ASST or GRAD TCH ASST titles and a total FTE between 0.25 and 0.67 are covered by the GEO contract
- Wages are determined in accordance with the Collective Bargaining Agreement. Please refer to the most current contract for wage information.
https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_labor_agreements/22_GEO/GEO.pdf

Required Attachments

- Letter of Offer/Notice of Appointment is required. Use the template available on the UIC HR website under HR Forms: http://www.hr.uic.edu/hr_forms/
- The Assistantship Waiver Acceptance form is not required as an attachment to HRFE. Forms should be retained at the unit/college level.
- The Position Authorization form is NOT required by the campus for graduate appointments. Units should continue to follow the standard practice established by their college for position approvals.

International employees

- Units must verify that the graduate assistant's visa expiration date is current for the appointment period before initiating the HR Front End transaction. It is the college's responsibility to ensure the accuracy of the data before direct applying any reappointments.

Adding Graduate Hourly jobs

- Attach offer letter if available, otherwise add job comment in HRFE transaction stating the period of the graduate hourly job and estimated work hours per week. This is required to monitor the total hours a Graduate Assistant is eligible to work without affecting the tuition waiver.
- All hourly appointments require an end date.

Inactive Graduate Students Appointments

- Please review your active list of graduate students that are under your home org. Submit HR Front End separation transactions for those graduate assistants or grad hourly appointments who have graduated or who have not been employed in your unit for over one (1) year.

Enrollment

Although the Graduate College does not require summer registration to hold a summer assistantship, a minimum of 3 hours registration is required to receive a summer tuition waiver. Students receiving an assistantship must maintain a minimum registration through the end of the term in order to retain the waiver.

Students who are appointed with a graduate assistantship during the summer must meet the summer graduate assistant tuition waiver guidelines to receive a summer waiver which requires a student to hold the 1) appropriate FTE and 2) be appointed for a minimum of 41 calendar days.

NOTE: Students who are not enrolled for at least 3 credit hours during the summer will have FICA and OASDI (Social Security) taxes deducted from their earnings.

Tuition Waivers

All Graduate tuition and fee waivers are taxable unless exempt under the Internal Revenue Code. Code IRC §117 allows exemption from taxation of tuition and fees for waivers above \$5,250 for individuals conducting teaching or research activities. Students who held an assistantship during the Spring term will receive the same type of tuition waiver in the summer if they do not hold a qualifying summer graduate assistant appointment.

Additional information on Taxation of Graduate Assistant & Pre-Professional Graduate Assistant Tuition waivers can be found at: <http://grad.uic.edu/cms/?pid=1000945>

Additional Graduate Assistant Processing Resources

Please refer to the documents below for additional information

- HR Front End Transaction – Graduate Reappointment (https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_compensation/HRFE_Grad_Reappointment.pdf)
- Minima for Graduate Appointments (please look at Academic Year 2014/2015) http://www.hr.uic.edu/classification_and_compensation/minima_for_graduate_appointments/

Contacts

- Questions regarding Hospital appointment processing, please contact Teri Blain at (312) 413-1476, terilyn@uic.edu or Louester Petty at (312) 996-0847, lpetty@uic.edu
- HR Front End questions contact the UICHR Help Desk, uichrhelppdesk@uillinois.edu, (312) 413-4848
- For all other questions regarding graduate appointments contact the UIC HR Service Center at UICHRServiceCenter@uillinois.edu.