



The following guidelines have been established for processing graduate appointments:

- The September HRFE deadline for MN9 to submit a transaction to UIC HR Service Center is 8/11/2017
 - Reappointments direct applied by the College must be applied by 9/6/2017
- Financial Aid disbursement:
 - The Office of Student Financial Aid (OSFA) begins disbursing aid no earlier than 10 days before the start of each semester. In general, current term aid is disbursed on Tuesday and Thursday evenings.
 - First disbursement for Fall 2017 will be August 18, 2017 – GA appointments must be processed by this date in order for the student to avoid receiving a bill.

General Position and Job Information

Position Number	Use existing pooled positions first. If a p-class does not exist, then please create based on the p-class structure found under the title section.												
Suffix	00												
Effective Date	Fall 2017: Effective date for service cannot be prior to 8/16/17. Spring 2018: Effective date for service cannot be prior to 1/1/18. *Except for instruction, the effective date should be the date that actual service is being provided.												
End Date	Fall 2017: End date for service cannot exceed 12/31/17. Spring 2018: End date for service cannot exceed 5/15/18 *Except for instruction, the end date should be the date that actual service is being provided												
Job Type	Primary / Secondary (dependent on number of appointments)												
Title	The list below are the acceptable job titles and the abbreviations: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Type of Service</th> <th>P-Class</th> <th>Abbreviated Job Title</th> </tr> </thead> <tbody> <tr> <td>Graduate Assistant</td> <td>CASAA</td> <td>GRAD ASST</td> </tr> <tr> <td>Graduate Teaching Assistant</td> <td>CASHA</td> <td>GRAD TCH ASST</td> </tr> <tr> <td>Graduate Research Assistant</td> <td>CASGA</td> <td>GRAD RES ASST</td> </tr> </tbody> </table>	Type of Service	P-Class	Abbreviated Job Title	Graduate Assistant	CASAA	GRAD ASST	Graduate Teaching Assistant	CASHA	GRAD TCH ASST	Graduate Research Assistant	CASGA	GRAD RES ASST
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Graduate Assistant	CASAA	GRAD ASST											
Graduate Teaching Assistant	CASHA	GRAD TCH ASST											
Graduate Research Assistant	CASGA	GRAD RES ASST											
FTE	The Full-Time-Equivalency (FTE) is the percentage that represents service provided by the graduate student.												
Job Change Reason Code	HR001 – New Hire JB001 – Add Job												
Monthly Salary	The salary must maintain at least the minima for graduate appointments. New campus minima for AY17-18. 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 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)
- If the employee class (e-class) is not GA and a graduate assistant appointment is being added, please include the **Employee Group Change (EGC)** component in the HR Front End transaction.
- 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 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.
- Criminal Background and/or Sanction Review Check results (if applicable)
- Nepotism form (if applicable)

Work Authorization and I9 form

- All graduate assistant and hourly employees must have a valid I9 form on record. Section 1 of the I9 must be signed by the employee on or prior to the first date of employment. Section 2 must be signed by the unit representative within 3 days of hire date.
- International Employees: Units must verify that the graduate assistant's work authorization (visa) 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

Education/Degree information

- All graduate assistant and hourly employees must list at least a bachelor degree with degree date in the education section of the New Hire Form and/or NESSIE. Units can confirm the data before routing the HRFE transaction under the Bio/Demo tab in the HRFE system.

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. A template letter has been developed and is available on UIC HR's website.
- 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 Spring 2017 or who have not been employed in your unit for over one (1) year.

Enrollment

The registration requirement for a student to hold a graduate assistantship (GA, TA, or RA) is at least eight (8) hours each semester. The student must maintain the minimum registration through the end of the term. In order to be hired as a graduate hourly (HG) employee, a student must be enrolled in a graduate level course for each semester and maintain the registration through the end of the term.

Students receiving an assistantship must maintain a minimum registration through the end of the term in order to retain the waiver. If necessary, verification of student enrollment can be confirmed through the Office of Registration and Records.

Students who are appointed with a graduate assistantship must meet the graduate assistant tuition waiver guidelines to receive a waiver which requires a student to hold the 1) appropriate FTE and 2) be appointed for a minimum of 91 continuous calendar days during the period beginning a week before instruction and the last day of finals during Fall or Spring semester.

Taxation of 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.

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 http://www.hr.uic.edu/classification_and_compensation/minima_for_graduate_appointments/
- Criminal Background Check and Sanctions <https://www.hr.uic.edu/backgroundchecks/>

Contacts

- HR Front End technical questions, contact the UICHR Help Desk, uicrhelppdesk@uillinois.edu, (312) 413-4848
- For all other questions regarding graduate appointments contact the UIC HR Service Center at UICHRServiceCenter@uillinois.edu.