

### 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.

<u>Session</u>	<u>Hire Date</u>	<u>End Date</u>
Session 1	6/01	9/01
Session 2	6/01	7/16
Session 3	6/01	8/01
Session 4	7/16	9/01

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

Graduate students should receive pay for the complete month of May.

### **International Students**

International students or students on a visa who are graduating must have a last day worked of the official closing of the Spring semester (or a date not to exceed the studies completion date listed in Section 5 on Form I-20).

- Graduating TA, TF, or IA should be terminated effective 9/01.
- Graduating GA, RA, or RA/TE should be terminated effective 6/01.
- Student should receive pay for the complete month of May.

International students who have received CPT or Pre-Completion OPT may work until the last day of the official closing of the Spring semester (or a date not to exceed the studies completion date listed in Section 5 on Form I-20).

- TA, TF, or IA should be terminated effective 9/01.
- GA, RA, or RA/TE should be terminated effective 6/01.
- Student should receive pay for the complete month of May.

International students with Post-Completion OPT can transfer into an appropriate job after graduation as long as the students have received a new EAD card. If the students have insurance coverage and are waiting on an EAD card, then place on unpaid leave status. Otherwise the students should be termination.