

# GRADUATE ASSISTANT PROCEDURES

0721/06

STUDENT	HIRING AGENT(S)	TUITION WAIVER	PAYROLL ENTRY	STUDENT ACCOUNTS
Graduate student verifies ability to work in the United States. If in doubt, contact Office of International Students and Scholars.				
Graduate student verifies ability to hold assistantship with his/her department and maximum FTE (number of hours per week) that can be worked. Program requirements/restrictions vary. Check with department or advisor prior to seeking employment.				
	Hirer and student agree on work to be accomplished and amount to be paid over a particular period of time.			
Student must register for the required number of credit hours appropriate to the tuition waiver before end of late registration. If waiver is not on before the end of late registration, student must pay all tuition and fees or classes will be dropped.	Hirer and student complete sections A, B, C, and D on appropriate PF2A form (OWN PROGRAM or OUTSIDE PROGRAM, revised 7/14/06). If student has not worked at GSU in last 12 months, copy is given to student to take to HR for hire packet purposes.			
If student is eligible for full tuition waiver, he/she has 31 days from date waiver is added to record to register for or exempt from health insurance.	<b>If student is being hired by his/her own program</b> , original goes to other appropriate people for signatures and/or to person who puts tuition waiver on and person who inputs payroll information for college/VP area. NOTE: Tuition waivers must be put on Banner by the deadline or no waiver can be granted.	Input tuition waiver (10000-full/resident, 10006-full/non-resident, 11000 half/resident, 11006 half/non-resident). <b>NOTE: Tuition waivers must be put on Banner by the deadline or no waiver can be granted.</b>		Update tuition waiver. Begin insurance process if applicable.
If student has not been a Georgia State University employee within the last 12 months, he/she must go to Human Resources and complete an appropriate hire packet (include copy of PF2A). End of month payment cannot be processed unless all paperwork is in HR hands before the 11 <sup>th</sup> of the month. Paperwork received between 11 <sup>th</sup> and the end of the month will be processed on a special check run that will be issued on the 10 <sup>th</sup> of each month.	<b>If student is not being hired by his/her own program</b> , program's designated person must be notified by e-mail by the hirer. If program approves, original form with copy of e-mail goes to other appropriate people for signatures and/or to person who puts tuition waiver on and person who inputs payroll information for college/VP area. <b>If program does not approve, employment is terminated and student is notified.</b> NOTE: Tuition waivers must be put on Banner by the deadline or no waiver can be granted.		Person entering payroll information into PPGRA must do so on or before the 18 <sup>th</sup> of a month in order for the student to receive a check at the end of the month. Input between 18 <sup>th</sup> and the end of the month will be processed on a special check run that will be issued on the 10 <sup>th</sup> of each month.	Monitor waivers to prevent student having both half and full waiver.
	If the employment or registration status of a graduate assistant changes, notify tuition waiver and payroll entry personnel.	If the employment or registration status of a graduate assistant changes, do amended PF2A, coordinate with payroll entry personnel, and fax or e-mail copy of amended PF2A to student's college.		Before midpoint, Student Accounts will run a report to verify credit hour/waiver/insurance (if applicable) compliance. Any students not in compliance will be reported to the person who put the tuition waiver on and the student's college representative. A list of college representatives can be found on the Ga. State web site at <a href="http://www.gsu.edu">www.gsu.edu</a> .
If student is not in compliance with credit hour/waiver/insurance (if applicable), student will be billed for tuition and fees. If student does not pay, student will be dropped from classes.				Student accounts will add cost of tuition and fees to student's account if credit hour/waiver/insurance (if applicable) is not verified.

## Deadlines for tuition waivers -

Fall: September 25 (or last business day before September 25)

Spring: January 31 (or last business day before January 31)

Summer: June 30 (or last business day before June 30)