

Graduate Student Employment Process Overview

Oregon State University August 2022

Graduate Student Positions

- Graduate Assistants (GAs)
 - Graduate Teaching Assistants (GTA)
 - Graduate Research Assistants (GRA)
- Hourly Graduate Project Assistants (HGPAS)
- Graduate Fellowships

What's the difference?

Graduate Fellowships

- "How are Fellowships Different From Assistantships?"
- <https://gradschool.oregonstate.edu/finance/graduate-fellowships-and-scholarships/how-are-fellowships-different-assistantships>
- These appointments are processed by HR Support Services. HRSupportServices@oregonstate.edu
- Graduate fellowships provide compensation for the appointment in the form of monthly or quarterly prepaid (i.e. in advance) stipend, graduate fellow health insurance premiums, tuition support; and may also include support for mandatory fees, without a commensurate service requirement in terms of hours or work carried out.
- Not employment, but considered equivalent to 0.49 FTE appointment.
- Cannot be combined with any other OSU appointment.
- Appointment set up through one of two processes:
 - Foundation/OSU funds - Department, Graduate School, HR Support Services
 - External/Training grant funds - Department, OSRAA, Business Affairs, Graduate School, HR Support Services

What's the difference?

Graduate Fellowships

- Appointment as a Graduate Fellow originates with, and is administered by, the principal investigator for fellows supported under training grant awards (e.g., NSF IGERT; GK-12; NIEHS; USDA; NNF), the Graduate School for those supported by the NSF Graduate Research Fellow Program (GRFP) and other Graduate School-administered fellowship programs, or with the student's academic program for all other fellowships both internally and externally supported.
 - The OSU entity responsible for administrative oversight of the fellowship as listed above must complete the required paperwork for the Graduate Fellow appointment
- Graduate fellowship stipends with funds supported by external sources will have stipend indexes set up by the Office for Sponsored Research and Award Administration (OSRAA). Graduate Fellows sponsored by OSU institutional funds will have stipend payments disbursed through the Office of Financial Aid and Scholarships.
 - No involvement from Central Payroll in Graduate Fellowship compensation

What's the difference?

Graduate Assistants (GAs)

- Graduate level work is being performed by the student.
- The student is being paid via a monthly salary. Timesheet is only used to record sick leave or sub hours.
- Student must be enrolled in 12 graduate level credits. (3 during summer session).
- Department provides tuition reimbursement up to 16 credits.
- Student must be paid in accordance with minimum salary and FTE established by CGE.
- Student receives % increase upon reappointment in accordance with CGE contract.

Hourly Graduate Project Assistant (HGPAs)

- Graduate level work is being provided by the student on a smaller scope and scale.
- Student is being paid an hourly rate and must record hours on their timesheet
- Student must meet regular student employment eligibility including enrollment and credit requirements.
- Student's pay rate is determined by the department. The student should not be making the same rate as a graduate assistantship as their scope of work is intended to be smaller. **Exceptions to this must be approved by UHR.**
 - If the student is being placed into an HGPA due to a lack of funding available to place the student into a GA appointment their pay rate can match their previous GA.
 - Pay rate can be equal to GA rate if the student is being placed in the HGPA temporarily before beginning their first term as a GA

HR Graduate Assistants Team

STUDENT EMPLOYMENT CENTER

Chris Lewis

Student Employment Center Supervisor

541-737-8816

Graduate Student Employment Services

For questions regarding graduate hourly positions and graduate assistantships including appointment process, new hire paperwork, job changes and job/employment terminations

Hr.gradassistants@oregonstate.edu

Angel Silkbaron

Graduate Student Employment Specialist

541-737-8116

The HR Graduate Assistants team processes Graduate Assistants (GAs) and Hourly Graduate Project Assistants (HGPAS).

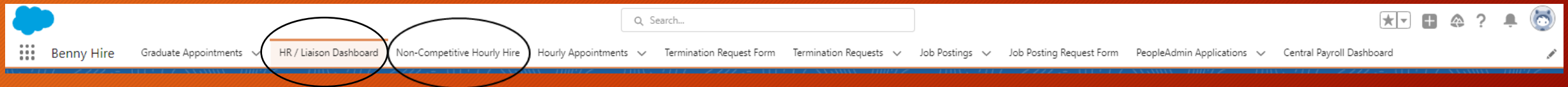
Graduate Summer Employment

- Departments are to utilize the following options for summer session:
 - A summer Graduate Assistantship (GA)
 - An hourly graduate student position (HGPA)
- An academic wage appointment or temporary appointment may be used in situations where a student has graduated and is needed on a limited, short-term basis.
- Additionally, a Summer Session Teaching appointment may be used for students who will be teaching over the Summer, but not enrolled in any credits.
- Please see <https://hr.oregonstate.edu/student-employment/tools-supervisors/employing-graduate-students-over-summer-session> for detailed information regarding summer employment
- Suffix-55 appointments are no longer utilized as of Summer 2021.

How Do I Hire a Graduate Student?

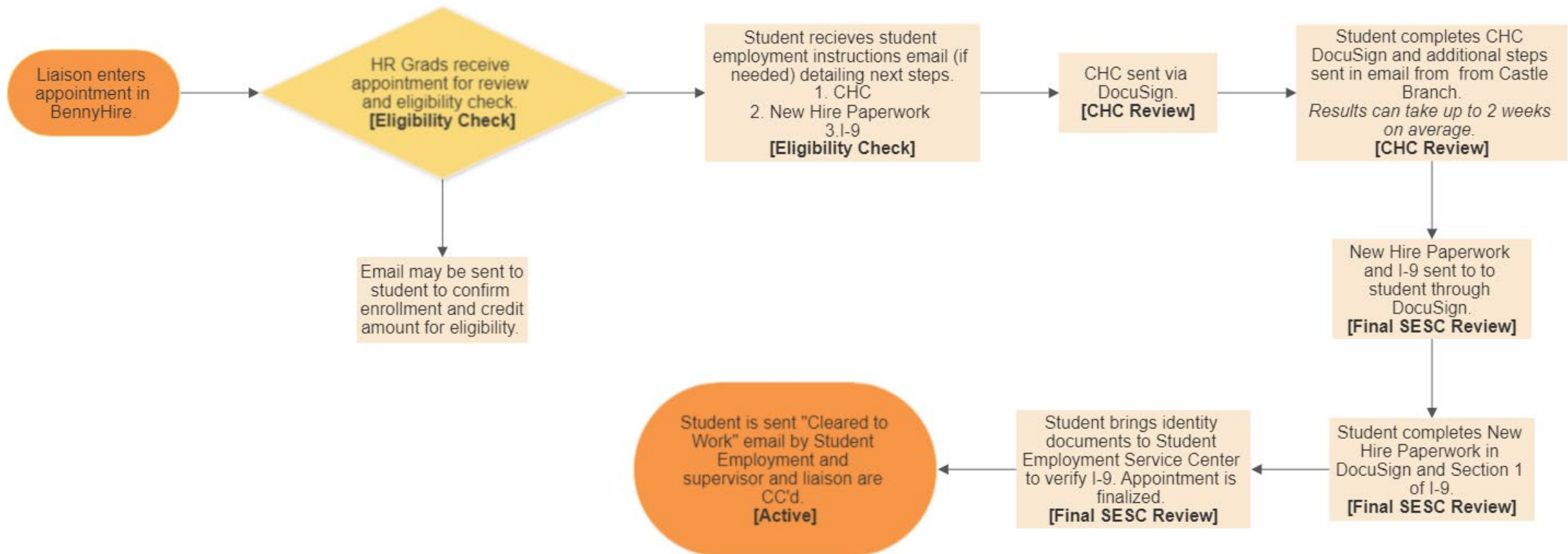
All graduate student appointments are entered using BennyHire.

- Graduate assistant (GA) appointments are entered using the HR/Liaison Tab.
- Hourly graduate project assistant (HGPA) appointments are entered using the Non-Competitive Hourly Hire tab and can be viewed in the Hourly Appointments tab.



Hourly Graduate Project Assistant Hiring Workflow

What happens after an HGPA is entered?



Active Appointments: Hourly Graduate Project Assistants

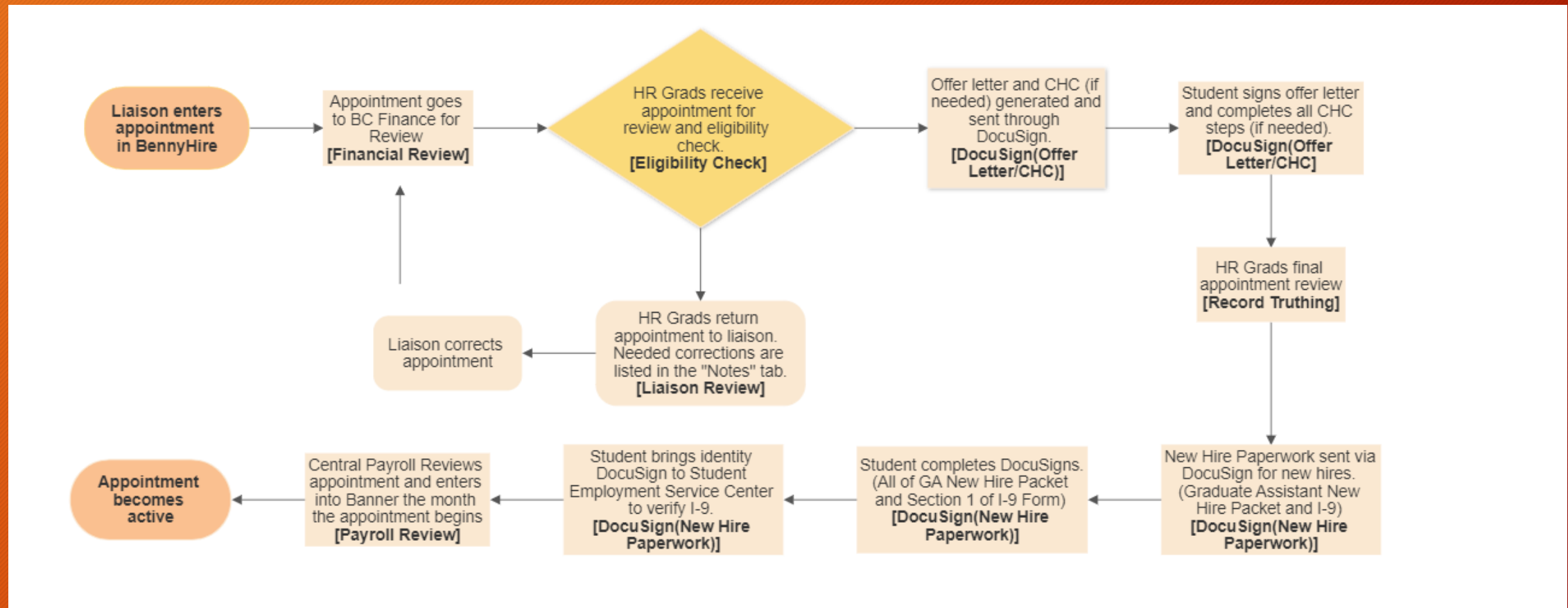
- When an hourly graduate project assistant becomes active after the student has completed their paperwork a "Cleared to Work" email is sent to the student, supervisor, and entering liaison.
- **Students should not begin working in their hourly appointment until they receive this email, even if they are transitioning from a graduate assistantship as a CHC may be required for the new hourly position.**
 - If the student has already completed a CHC for their GA position, the student will still need to complete a release form to use that information for the new hourly position.

Changes to Hourly Graduate Project Assistants

- Supervisors should inform their department liaisons/office managers of needed changes to an appointment as soon as possible. The liaison will then initiate the change:
 - Liaisons can request changes to hourly graduate project assistants by going to the appointment in the "Hourly Appointments" tab in BennyHire and clicking on the appointment.
 - Select the type of change needed and update the information in the appointment accordingly.
 - Any changes made to the appointment must also be listed in the notes section.
 - Index updates must be done manually. For index updates please email your BC Finance department and CC HR.GradAssistants@oregonstate.edu .
 - **Index updates cannot be processed through BennyHire on active appointments.**

Graduate Assistant Hiring Workflow

What happens after a GA appointment is entered?



Active Appointments- Graduate Assistants

When an Graduate Assistant appointment becomes active for a New Hire they will receive an automated email that includes all of the information they need as new OSU employees. Reappointed GA's do not receive this email.

For further questions the students should check the Graduate Assistant FAQs on the Student Employment website:

<https://hr.oregonstate.edu/student-employment/tools-students/faqs>



University Human Resources » **Student Employment Program**

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FAQs

+ [How does my timesheet work, and how do I record my hours?](#)

+ [When is Payday?](#)

+ [How will I receive my paycheck?](#)

+ [Who do I contact with questions about my Grad Assistant Health Insurance?](#)

+ [When will my Tuition Remission be applied and removed from my student account?](#)

+ [How do I apply for the SEVIS and Visa Reimbursement? \(International Students\)](#)

+ [How and when can I complete my FERPA training?](#)

+ [I'm an international student and I need to apply for a Social Security Card, how do I do that?](#)

Changes To Graduate Assistant Appointments

Supervisors should inform their department liaisons/office managers of needed changes to an appointment as soon as possible. The liaison will then initiate the change:

- If a change is needed before the appointment has become active, please reach out to HR.GradAssistants@oregonstate.edu and we can return the appointment to the liaison review stage for any needed changes.
- If an appointment is active, you can request a change by searching for the appointment in the active appointments section in the HR/Liaison Dashboard tab and clicking the "Request Change Button". You will need to enter the change type and effective date before making changes to the appointment.
- Index updates must be done manually. For index updates please email your BC Finance department and CC HR.GradAssistants@oregonstate.edu . **Index updates cannot be processed through BennyHire on active appointments.**
- You must put a note in the "Notes" tab explaining what changes are needed before you are able to submit the appointment.
 - Effective dates should only ever be the 1st of the month for supervisor updates.

Changes To Graduate Assistant Appointments Cont.

- When an additional term is being added to a student's assistantship a new appointment must be entered for that term. New terms cannot be added to the established appointments in BennyHire. An offer letter will be generated for the new term. For example, if a student has an academic year appointment and is being reappointed for summer term then a new appointment must be entered for summer term. Summer term cannot be added using a Change Request.
- Departments are responsible for providing their students with change addendums when their established appointment terms change (FTE change, salary change, supervisor change, etc). Addendum letters are not generated by BennyHire or by the HR Grad Assistant Team.
- Please sent all addendums to HR.GradAssistants@oregonstate.edu after they have been acknowledged by the student so they can be added to their employment file.

Timesheets

Graduate Assistants (GA)

- GAs do not fill out timesheet with their hours worked
- Timesheets are only used to record Grad Sick Leave or Substitute Hours
- Timesheets operate from the 16th of the month to the 15th of the next month but salaries are paid monthly even before a timesheet has closed.
- Timesheets must be submitted by the 16th of each month. Most time sheets will be blank.

Hourly Graduate Project Assistants (HGPA)

- HGPAs must fill out a timesheet with their worked hours.
- Timesheets operate from the 16th of the month to the 15th of the next month and pay is received at the end of the month the timesheet closes.
- Timesheets must be submitted by the 16th of each month.

Payroll Review in Benny Hire

Term by Term Approvals:

- Central Payroll does not approve appointments for a new term until the beginning of the month that the new term starts. This includes reappointments- not just new appointments.

Example: Appointments for Fall will not begin to be approved until September 1.

Change Approvals:

-When submitting multiple changes please follow the hierarchy of changes below:

- Reappointment
- Appointment Percent Change/FTE Change
- Salary Change
- GRA/GTA Switch
- Supervisor update

Following this helps Payroll easily identify if additional pay is required.

-During the term, if a change request is in the Payroll review stage by the 14th of the month, the change will be in effect for that month's payroll. Approvals continue after the 14th, but they may not take effect until later in the month and may result in a manual check and/or delayed pay.

*If a Graduate Employee needs to terminate before the end of the term please work with HR Graduate Assistants to determine if they have worked the minimum hours required to continue to qualify for Graduate Health Insurance, Fee Remission, and other GA benefits.

*197.6 is the minimum number of hours required during each term during the 22/23 Academic year.

CGE Terms Regarding Eligibility

The CGE Collective Bargaining Agreement outlines the terms of eligibility for Graduate Employees/Assistants. These terms include:

- Graduate Employees shall be required as a term or condition of employment to enroll for and maintain a minimum of twelve (12) graduate credit hours toward the degree throughout the term.
- During Summer Session, a graduate assistant must be enrolled in 3 credits.
- To be eligible for tuition and fee remission, the student must work at least 197.6 throughout the term. (Minimum FTE = .38 (15.2hrs/wk) (197.6 hrs/term))

If a student resigns from a graduate assistantship before they meet their minimum hours requirement, tuition and fee remission will not be provided for that term and the student will be required to pay those costs.

Coalition of Graduate Employees (CGE) Collective Bargaining Agreement (CBA Contract)

Graduate Employees/Assistants are represented by the Coalition of Graduate Employee's (CGE) and all graduate assistantships must abide by the terms of the most recent Collective Bargaining Agreement.

CGE Contract Updates

Updates to the current Collective Bargaining Agreement were finalized in July of 2022. Following is an short overview of the updates to the CGE contract that immediately impact graduate assistant hiring.

- The minimum salary is increasing 9% from \$4040 to \$4404 effective September 1st, 2022 for fall term appointments.
- Beginning September 16th, 2022, upon reappointment within the same employing unit, all Graduate Employees who meet satisfactory progress standards, as determined by the Graduate School and the program of academic study, shall receive a minimum 4.75% increase and,
 - starting September 2023, a minimum 4.00% increase.
- Effective September 16, 2022 Graduate Employee shall be appointed to a minimum FTE of 0.38 FTE
 - Effective September 16, 2023 Graduate Employees will be appointed to a minimum FTE of 0.40 FTE.

CGE Contract Updates

- Appointment letters must be provided to the Graduate Employee no later than 30 calendar days prior to the start of employment.
- If an Appointment letter is not provided to the Graduate Employee 30 calendar days prior to the start of employment, the matter shall be resolved through the grievance process.
 - If an adjudicator determines that an Appointment Letter was not provided with the 30 calendar days, without good cause, a fine of \$50.00 may be imposed.
- Departments are required to provide a graduate assistant with a Position Description at least 20 working days before the first day of the academic term.
 - If an adjudicator determines that a position Description was not provided on or before 20 calendar days prior to the start of the term, a fine of \$50.00 may be imposed.
- A PD description template can be downloaded here: <https://hr.oregonstate.edu/student-employment-program/tools-employers-supervisors> .
- A link to the most recent template for the Assignment of Work Information can be found here: <https://hr.oregonstate.edu/policies-procedures/administrators/contract-renewal-and-non-renewal-model-letters/offer-letter-mod-0>
- We advise that the PD and Work Assignment be sent to the Graduate Assistant/Employee via DocuSign so that it is easy to search for the Graduate Assistant/Employee name to see if they have received the documents and so that there is a timestamp on when the Graduate Assistant/Employee received the documents.

HR Graduate Health Benefits Team

University Human Resources - Benefits

Graduate Health Benefits

Office: 236 Kerr Admin Bldg.

Website: hr.oregonstate.edu/graduate-student-insurance-plans

For questions regarding health insurance plan enrollment, waiver applications, plan coverage information and premium rates.

Email: gradhealth@oregonstate.edu

Phone: 541-737-7568



Rachel Forslund
Benefits Manager
(PEBB & Graduate Health)

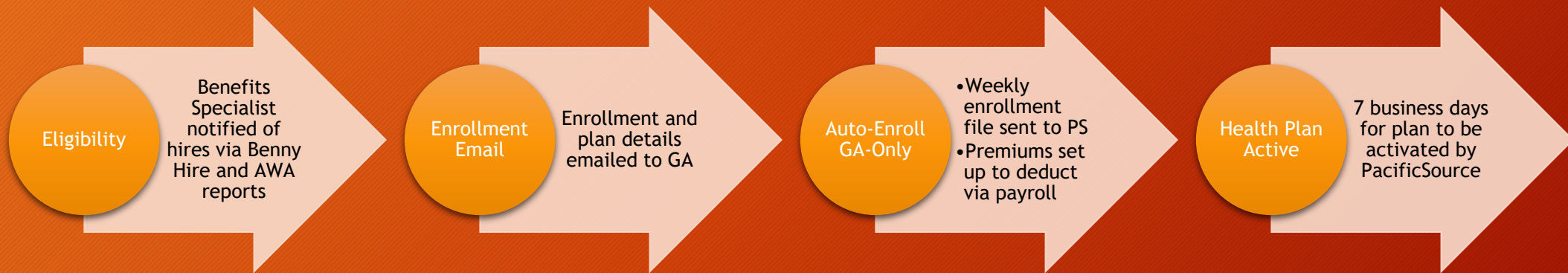


Audrey Roberson
Benefits Specialist



Elizabeth Moreno Hernandez
Benefits Specialist

Graduate Health Plan Enrollment Process



Graduate Health Questions:

Email: gradhealth@oregonstate.edu Phone: 541.737.7568

Graduate Health Plan Coverage & Cost

Platinum level medical, dental, vision and pharmacy benefit through PacificSource Health Plans

Coverage Begins:

- Hired 1st-15th: Coverage 1st of same month
- Hired 16th or later: Coverage 1st of following month

Coverage ends last day of same month that job ends

Typical insurance begin dates by term:

FALL - October 1st

WINTER - January 1st

SPRING - April 1st

SUMMER - July 1st

Cost:

- Funding department pays composite rate for all Graduate Assistants regardless of enrollment level
- GA pays 10% of their actual premium based on enrollment plan level, plus 50% of the admin fee
 - current rates found on Grad Health Webpage:
<https://hr.oregonstate.edu/graduate-student-insurance-plans>

Summer Session:

- GA pays 1/9 summer session premiums each month during academic year (Oct.-June)
- Funding department pays summer composite rate monthly (Oct.-June) in addition to regular monthly composite rate

Graduate Health Plan: Summer Session

Eligibility & Payment

All Graduate Assistants are automatically charged via payroll and are enrolled in summer session insurance coverage (July - September)

Eligibility:

- Must have a GA during at least one term during the academic year
- Must return as a student enrolled in the graduate school during summer or fall term
- If graduating prior to summer term, GA is *not* eligible

Payment:

- 1/9 of summer session premium deducted monthly during GA appointment for months October through June

Opt-Out

- Ineligible GA must "opt-out" to receive a refund for prepaid premiums
- Benefits Specialist will receive a list of GA's graduating prior to summer and will refund/remove them from summer coverage automatically

GA may opt-out of summer session coverage if they do *not* have a GA appointment during summer session and do not wish to have the coverage.

Opt-out is not the same process as fully waiving coverage while on a GA appointment

Forms to opt-out can be found on the Graduate Health webpage:

<https://hr.oregonstate.edu/graduate-student-insurance-plans>

Graduate Health Delays & Conflicts

When hired late:

- Retroactive enrollment
 - Delay in accessing care due to inactive insurance
 - Results in having to pay for services out-of-pocket until plan is active and can seek reimbursement.
- Double Deductions
 - Late hire can result in premiums double deducting in next month's payroll
 - Causes inconsistency in total pay, making budgeting difficult for GA

When terminated late:

- Retroactive Termination
 - False assumption that GA has insurance during a month they should be inactive
 - If coverage is used, GA will later be responsible for balances once insurance terminates retroactively.
- Late notification of COBRA
 - 45-day window from job end date to enroll and continue insurance through self-pay

Questions?

- Questions about hiring graduate fellowships:
HR.SupportServices@oregonstate.edu
- Questions about graduate assistants or hourly graduate project assistants:
HR.GradAssistants@oregonstate.edu
- Questions about graduate health benefits:
gradhealth@oregonstate.edu