### HR Graduate Assistants Team

**STUDENT EMPLOYMENT CENTER**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Chris Lewis</td>
<td>Student Employment Center Supervisor</td>
<td>541-737-8816</td>
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<tr>
<td>Angel Silkbaron</td>
<td>Graduate Student Employment Specialist</td>
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</tr>
</tbody>
</table>

For questions regarding graduate hourly positions and graduate assistantships including appointment process, new hire paperwork, job changes and job/employment terminations, please contact [Hr.gradassistants@oregonstate.edu](mailto:Hr.gradassistants@oregonstate.edu).
Graduate Student Positions

The HR Graduate Assistant team processes the following positions:

• Graduate Assistants (GAs)
  • Graduate Teaching Assistants (GTA)
  • Graduate Research Assistants (GRA)

• Hourly Graduate Project Assistants (HGPAs)

The HR Graduate Assistant team does not process Graduate Fellowships. Fellowships are processed through HR Support Services.
HR.SupportServices@oregonstate.edu
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 is 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. (6 credits unless in term off)
- 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.
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 timesheets 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.
Graduate Summer Employment

• Departments are to utilize the following options for summer session:
  • A summer Graduate Assistantship
  • An hourly graduate student position

• 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.
The CGE Collective Bargaining Agreement outlines the terms of eligibility for Graduate 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 at least 3 credits.
- For 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.

  Please reach out to HR Grad Assistants to discuss any early resignations and terminations before submission as they can significantly impact the student.
Graduate 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](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-renwal-and-non-renwal-model-letters/offer-letter-mod-0](https://hr.oregonstate.edu/policies-procedures/administrators/contract-renwal-and-non-renwal-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.
How Do I Hire a Graduate Student?

All graduate student appointments are entered using BennyHire.

- Graduate assistant appointments are entered using the HR/Liaison Tab.
- Hourly graduate project assistant appointments are entered using the Non-Competitive Hourly Hire tab and can be viewed in the Hourly Appointments tab.
Entering a Graduate Assistant Appointment

- All graduate assistant positions (GRA and GTA) are entered in the HR/Liaison Dashboard tab.
Entering a Graduate Assistant Appointment

• After clicking Create A New Appointment the appointment window will appear. You must enter information in each of the red tabs before you can submit the appointment.

• Summer term refers to the summer at the end of the upcoming academic year. (For example it is August ‘22, the Summer tab should only be checked if the student is being appointed to Summer ‘23.)

• A supervisor must be listed for each portion of an appointment. (If the student has a RA and TA appointment two supervisors must be listed, even if they are the same supervisor.)
Entering a Graduate Assistant Appointment

• If you need to change the Offer Letter Routing you can edit the Offer Letter Routing tab.
  • All appointments entered after making a change to this tab will reflect the new offer letter route
• The Notes tab can be used to enter additional information or context for our review
Entering a Graduate Assistant Appointment

Common Issues:

• Forgetting to check the "No CHC Needed" box in the CHC tab will prevent the appointment from being submitted.

• Salary rates must be entered as whole numbers.

• The supervisor will not be able to be listed if they do not have an active appointment (if the supervisor is on summer leave they cannot be listed).

• A reason must be included if selecting the "Other" reason when submitting an appointment that is not the full academic year.
What happens after a GA appointment is entered?

1. **Liaison enters appointment in BennyHire**
2. **Appointment goes to BC Finance for Review**
   - [Financial Review]
3. **HR Grads receive appointment for review and eligibility check**
   - [Eligibility Check]
4. **HR Grads return appointment to liaison**
   - Liaison corrects appointment
5. **Central Payroll Reviews appointment and enters into Banner the month the appointment begins**
   - [Payroll Review]
6. **Student brings identity**
   - [DocuSign for ID Check]
7. **Student Employment Service Center to verify I-9**
   - [DocuSign (New Hire Paperwork)]
8. **Student completes DocuSigns**
   - (All of GA New Hire Packet and Section 1 of I-9 Form)
   - [DocuSign (New Hire Paperwork)]
9. **New Hire Paperwork sent via DocuSign for new hires**
   - (Graduate Assistant New Hire Packet and I-9)
   - [DocuSign (New Hire Paperwork)]
10. **Offer letter and CHC (if needed) generated and sent through Docusign**
    - [DocuSign (Offer Letter/CHC)]
11. **Liaison signs offer letter and completes all CHC steps (if needed)**
    - [DocuSign (Offer Letter/CHC)]
12. **Student signs offer letter and completes all CHC steps (if needed)**
    - [DocuSign (Offer Letter/CHC)]
13. **HR Grads final appointment review**
    - [Record Tracking]

The workflow includes various steps and documents to ensure the appointment process is completed correctly and efficiently.
Active Appointments

When an 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.

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
Changes To Graduate Assistant Appointments

• 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. (See image below)

• Index updates must be done manually. For index updates please email your BC Finance team and CC HR.GradAssistants@oregonstate.edu

• 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 or the 16th in the case of backdating the change to the term start date.
Changes To Graduate Assistant Appointments

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. An addendum to offer letter template can be located here: https://hr.oregonstate.edu/policies-procedures/administrators/contract-renewal-and-non-renewal-model-letters/offer-letter-mod-0

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.
Entering a Hourly Graduate Project Assistant

- Appointment information will be entered in the Non-Competitive Hourly Hire tab.
- All tabs must have information entered except the notes tab.
- For non-competitive reason please select uniquely qualified and write an explanation in the justification box.
  - Justifications examples:
    - placed into an HGPA due to insufficient GA funding
    - Specific skills pertaining to project work (please elaborate)
    - Student does not meet enrollment requirement for GA and is performing graduate level work
Hourly Graduate Project Assistant Hiring Workflow

What happens after an HGPA is entered?

1. Liaison enters appointment in BennyHire.

2. HR Grads receive appointment for review and eligibility check. [Eligibility Check]
   - Email may be sent to student to confirm enrollment and credit amount for eligibility.

3. Student receives student employment instructions email (if needed) detailing next steps:
   1. CHC
   2. New Hire Paperwork
   3. I-9 [Eligibility Check]

4. CHC sent via DocuSign [CHC Review]

5. Student completes CHC DocuSign and additional steps sent in email from Castle Branch.
   - Results can take up to 2 weeks on average. [CHC Review]

6. New Hire Paperwork and I-9 sent to student through DocuSign [Final SESC Review]

7. Student brings identity documents to Student Employment Service Center to verify I-9. Appointment is finalized [Final SESC Review]

8. Student completes New Hire Paperwork in DocuSign and Section 1 of I-9 [Final SESC Review]

9. [Active]
Changes to Hourly Graduate Project Assistant Positions

• All changes to hourly appointments must be processed by the HR Grad Assistant team as BennyHire does not generate the necessary EPAFs to make the changes in Banner after changes are requested
  • Please email all change requests to hourly graduate project assistant appointments to HR.GradAssistants@oregonstate.edu
Employing Graduate Students Over Summer Session

A college/unit/department may have a need to hire a graduate student during Summer Term, usually for the situations listed below.

• To hire a graduate student over the summer to bridge the gap between Spring Term and the next Fall Term,
• To begin the orientation process early for new graduate assistants, and/or
• To extend an appointment period for a graduating student to finish a thesis or project.

• For detailed information regarding employing graduate students over summer session please visit [https://hr.oregonstate.edu/student-employment/tools-supervisors/employing-graduate-students-over-summer-session](https://hr.oregonstate.edu/student-employment/tools-supervisors/employing-graduate-students-over-summer-session)
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.
HR Graduate Health Benefits Team

University Human Resources - Benefits

<table>
<thead>
<tr>
<th>Graduate Health Benefits</th>
<th>Office: 236 Kerr Admin Bldg.</th>
<th>Website: hr.oregonstate.edu/graduate-student-insurance-plans</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>For questions regarding health insurance plan enrollment, waiver applications, plan coverage information and premium rates.</td>
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<tr>
<td></td>
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<td>Email: <a href="mailto:gradhealth@oregonstate.edu">gradhealth@oregonstate.edu</a> Phone: 541-737-7568</td>
</tr>
</tbody>
</table>

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](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 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