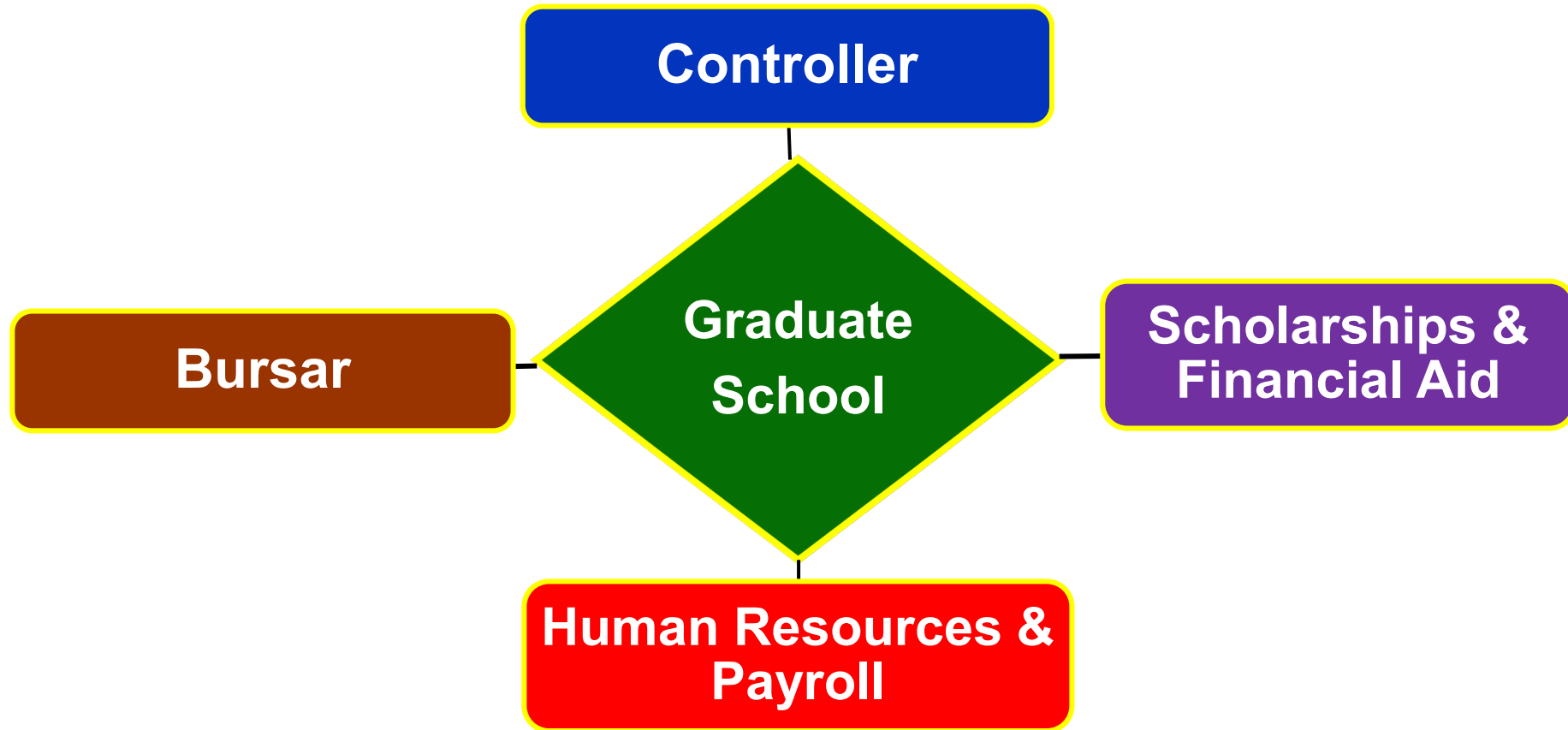# ASSISTANTSHIP MANAGEMENT 101

SUMMER 2019

Graduate School: first point of contact or support for interrelated processes linked to graduate assistantships and graduate tuition.
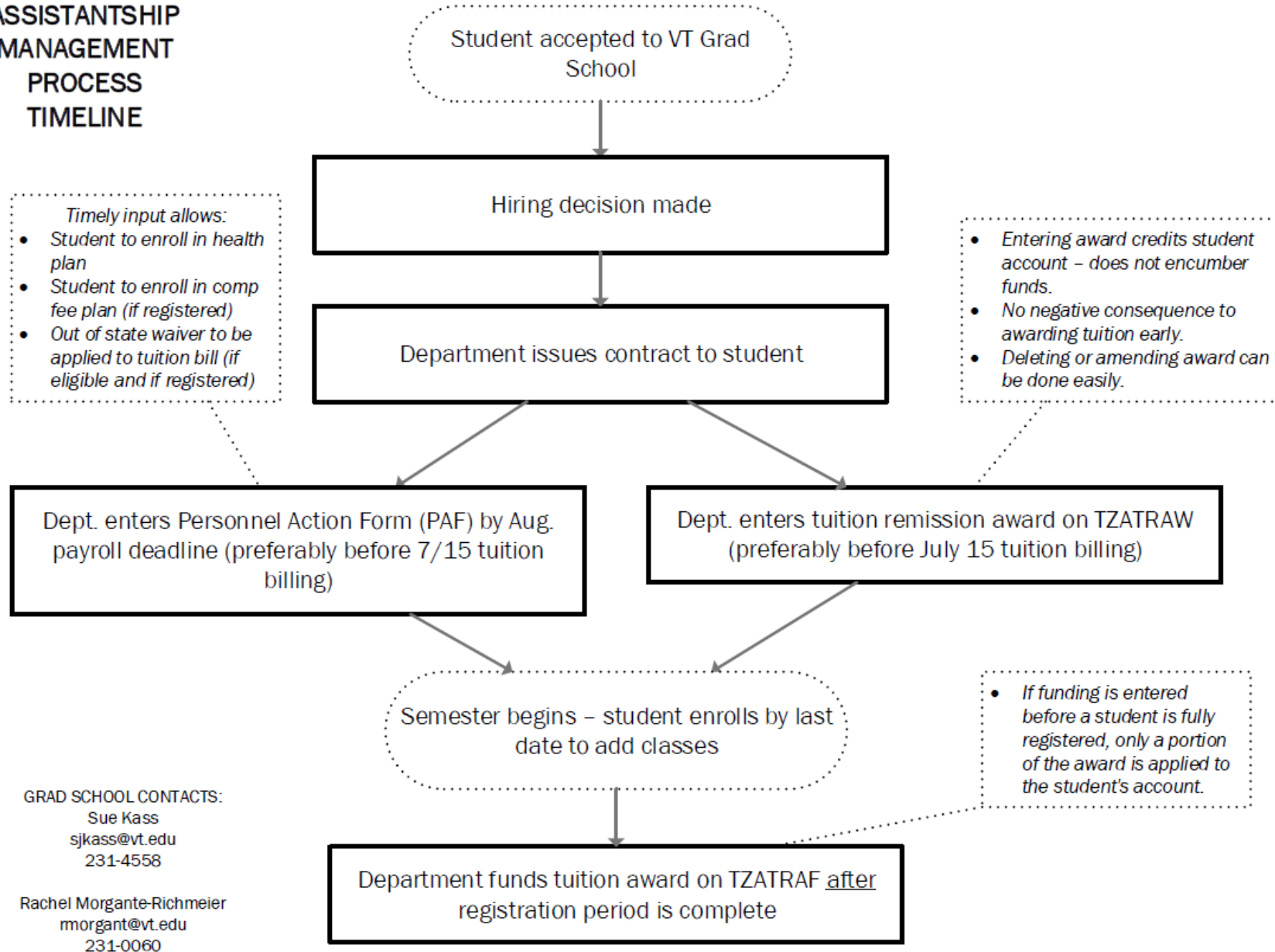
Graduate School

Role of the Graduate School in Assistantship Management

- Administers assistantship and tuition remission policies

- Provides support to departments in managing tuition awards and funding, assistantships, and helps troubleshoot problems that arise

- Monitors and enforces credit hour and GPA eligibility requirements and PAF exception requests

ASSISTANTSHIP MANAGEMENT PROCESS TIMELINE

Student accepted to VT Grad School

↓

Hiring decision made

↓

Department issues contract to student

Timely input allows:
- *Student to enroll in health plan*
- *Student to enroll in comp fee plan (if registered)*
- *Out of state waiver to be applied to tuition bill (if eligible and if registered)*

- *Entering award credits student account – does not encumber funds.*
- *No negative consequence to awarding tuition early.*
- *Deleting or amending award can be done easily.*

Dept. enters Personnel Action Form (PAF) by Aug. payroll deadline (preferably before 7/15 tuition billing)

Dept. enters tuition remission award on TZATRAW (preferably before July 15 tuition billing)

↓

Semester begins – student enrolls by last date to add classes

- *If funding is entered before a student is fully registered, only a portion of the award is applied to the student's account.*

GRAD SCHOOL CONTACTS:
Sue Kass
sjkass@vt.edu
231-4558

Rachel Morgante-Richmeier
mmorgant@vt.edu
231-0060

↓

Department funds tuition award on TZATRAF <u>after</u> registration period is complete

SELECTION AND APPOINTMENT OF GRADUATE ASSISTANTS

TYPES OF ASSISTANTSHIPS

- **Graduate Assistant:** mostly administrative in nature; duties may be unrelated to teaching or research

- **Graduate Research Assistant:** conduct academically significant research under direction of faculty member

- **Graduate Teaching Assistant:** provide academic support under supervision of faculty; may assist in teaching or be Instructor of Record. Must attend GTA workshop.

VIRGINIA TECH

ELIGIBILITY

- Accepted and enrolled in a graduate degree program

- Must be enrolled in 12-18 credit hours in fall and spring
  - audit hours do not count toward total number of hours
  - all exceptions must be put in writing to the Dean of the Graduate School

- Maintain a 3.0 GPA

- Make satisfactory progress toward degree as defined by academic departments and the Graduate School

- Meet requirements to be eligible for employment in the U.S.

- Students who plan to defend early and leave the university during the semester should not be on an assistantship but may be paid on wages.

MAKING AN OFFER

Items to be taken into consideration:

- Master's or PhD student

- Job requirements – skills required; hours of work needed

- Student qualifications

- Available funding

ASSISTANTSHIP BENEFIT PACKAGE

SUMMARY OF BENEFITS

Benefits available to Graduate Assistants include:

- Stipend

- Tuition award

- Out-of-state waiver

- Insurance subsidy

- Fee payment plan

VIRGINIA TECH.

STIPEND

- The stipend table for graduate assistants ranges from Step 1 to Step 50. Each step represents a pay range within which full-time (20 hrs/wk) graduate assistants must be paid.

- Individual departments determine which pay step to use based on the student's qualifications and experience, academic standing and availability of funds.

- Departments are encouraged to develop and consistently apply internal policies to determine what stipend steps to use.

TUITION AWARD

- Hiring departments obligated to secure funds to cover in-state tuition and applicable E&G fees at least in proportion to the appointment.
  - For example, 1 FTE receives 100%; .5 FTE receives a minimum of 50%)
- Students making $3,368 per month or more may need to pay their tuition from their assistantship stipends

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OUT-OF-STATE FEE WAIVER

- The difference between in-state tuition and out-of-state tuition.

- Described as the UF Differential by the Bursar's Office

- Awarded automatically as soon as:

  1) the student registers for courses and 2) department enters PAF

- Out-of-state fees cannot be waived for undergraduate students.

- Programs having a program-specific graduate online tuition rate (such as MIT, MNR, PSALS, and LGMC) are not eligible for out-of-state waiver

VIRGINIA TECH

ELIGIBILITY FOR OUT-OF-STATE FEE WAIVER

Must be **<u>currently</u>** on a:

- **Fall:** 4.5- or 9- or 12-month GA/GTA/GRA and earn at least $2000 on assistantship stipend between Aug 10-Dec 24

- **Winter:** 9- or 12-month GA/GTA/GRA and earn at least $2000 on assistantship stipend between Aug 10-Dec 24, or $4000 or more between Aug 10-May 9

- **Spring:** 4.5- or 9- or 12-month GA/GTA/GRA and earn at least $2000 on assistantship stipend between Dec 25-May 9

- **For Summer:** Must have been on a 9- or 12-month GA/GTA/GRA or spring-only assistantship and earned at least $4000 in assistantship stipend between Aug 10-May 9

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HEALTH INSURANCE

- For 2019-20 academic year, health insurance subsidy rate of 88% for student only

- Students must meet following criteria to receive this benefit:
  - Maintain at least a half-time graduate assistantship (10 hr/wk) for a period between Aug 10 and May 9. Students who are employed for a shorter period will receive the benefit only during the period of their assistantship.
  - Enroll in a university-sponsored health insurance plan
  - Sign up for the payroll deduction option for payment of premiums

- Insurance benefit is prorated and applied in each pay period for 18 payments between August and May.

- Refer students to this link for more details.

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PAYMENT PLAN FOR COMPREHENSIVE FEE & COMMONWEALTH FACILITY AND EQUIPMENT (CFE) FEE

- Allows students to pay their comprehensive and CFE fees over the course of the semester through payroll.

- Students must sign up each semester (fall & spring)

- Enrollment is managed through Hokie SPA

- Students may enroll in the plan only after they have registered for classes and after tuition remission has been entered in Banner system.

- Once enrolled in the program, students cannot cancel unless the balance is paid in full.

VT VIRGINIA TECH

ISSUING AN ASSISTANTSHIP CONTRACT

GRADUATE SCHOOL CONTRACT SYSTEM

- Student data is validated at contract creation (ID, major, level, campus)

- Funding must be defined at the time of contract creation (funding may be updated later)

- Electronic approval, acceptance and storage of "signed" contracts (print copy available but not required, saving contracts as PDF is recommended)

- System access mirrors HR/PAF Enterer/Approver access

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GRADUATE SCHOOL CONTRACT SYSTEM(CONT'D)

- Tuition scholarship stated in percentages rather than actual amounts
- Single contract may cover only dates within the same academic year (fall, spring, summer: Aug 10 – Aug 9)
- Student may only accept up to 1.0 FTE of contract(s)
- "Tuition only" contracts
- Accessed through OneCampus or Grad School link

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Enter New Contract

Student

Adams, Dawn

ID Number	PID	Major	Class Level - Code	Campus
904633579	adamsd06	Counselor Education	Regular Masters - 70	Western

Awarding Department | 034900 - Dean - Graduate School ▾

Contract Type ❶ | Graduate Assistantship ▾

Campus | Western ▾

Appointment Details

Position Number | [ ]

Payroll Effective Start Date ❶ * | mm/dd/yyyy 📅

Payroll Effective End Date ❶ * | mm/dd/yyyy 📅

Hours Per Week * | [ ]
Enter FTE

Monthly Pay Amount * | $ [ ]

Cost

	Actual		Projected	
	Pay Period	Contract	9 Month	12 Month
	$0.00	$0.00	$0.00	$0.00

Funding *

Fund Number	Percent	Amount	Actions
No funding has been specified for this appointment. Enter the fund information below and click add.			
[ ]	[ ] %		➕ ✖

Assistantship Supervisor PID | [ ]

![Virginia Tech - Invent the Future®]

GRADUATE ASSISTANTSHIP CONTRACT

Edward Jones
▱▱▱▱ 3974

CONTRACT PERIOD: 25-Jun-2018 to 09-Aug-2018

AWARDING DEPT/UNIT: Dean - Graduate School

CONTRACT TYPE: Graduate Assistantship

CAMPUS LOCATION: Blacksburg

MONTHLY PAY: $2,000.00

IN-STATE TUITION: 100%

COMPREHENSIVE FEES: 0%

CFE FEES: 0%

OTHER FEES: $0.00

This appointment is for 20 hours a week, which is equivalent to 100% of full-time graduate employment. Your assistantship supervisor is Susan Kass.

Tuition and Fees

☑ Tuition scholarship will be offered by the department.

Academic Year ⓘ *   2017 - 2018

Applicable Term(s) *   ☐ Fall 2017   ☐ Spring 2018   ☐ Summer 2018

Percent of In-State Tuition and Mandatory E&G Fees ⓘ *   [   ] %

Percent of Comprehensive Fees ⓘ   [   ] %

Other Fees ⓘ   [$]

> **Includes in-state tuition, program fee, technology fee and library (Contract 1). Tuition may be optional if stipend exceeds 9-month total at Step 36 or more.**

Conditions of Offer

Is student required to attend the GTA workshop? ⓘ *
○ Yes   ○ No   ○ Defer decision

Special Conditions

> "Check with your supervisor regarding your work schedule over University holidays" will automatically populate on the contract. Free form entry of additional conditions may be included.

500 Characters remaining

Student Approval Deadline *   [08/05/2018 📅] ✓

Approver PID *   [   ]

Contact Details

> Details entered here will be included in the automated email to the student but will not be displayed on the contract.

500 Characters remaining

[Submit to Approver]

Ⅶ VirginiaTech
Invent the Future®

GRADUATE ASSISTANTSHIP CONTRACT

Edward Jones
▩▩▩▩▩ 3974

CONTRACT PERIOD: 25-Jun-2018 to 09-Aug-2018	**IN-STATE TUITION: 100%**
AWARDING DEPT/UNIT: Dean - Graduate School	**COMPREHENSIVE FEES: 0%**
CONTRACT TYPE: Graduate Assistantship	**CFE FEES: 0%**
CAMPUS LOCATION: Blacksburg	**OTHER FEES: $0.00**
MONTHLY PAY: $2,000.00	

This appointment is for 20 hours a week, which is equivalent to 100% of full-time graduate employment. Your assistantship supervisor is Susan Kass.

Additional Employment: Full-time graduate assistants are not prohibited from seeking additional employment (restrictions may apply to international students). Students should consult with their academic advisor and assistantship supervisor, and must notify the Graduate School of any additional employment agreements. For details refer to the Graduate Catalog.

Special Conditions: Check with your supervisor regarding your work schedule over University holidays.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Department Head or Designee: Susan Kass   **Date:** 02-May-2018

Student: Edward Jones   **Date:** 02-May-2018

☒ Accept   ☐ Decline assistantship offer. Offers not accepted by 01-Jun-2018 are no longer valid.

PAGE 1

CREATING MULTIPLE CONTRACTS USING SPREADSHEET UPLOAD

- The template and example spreadsheet can be found at: https://graduateschool.vt.edu/funding/funding-information-for-departments/NewContractManagementTool.html.

- MUST enter the data **exactly as shown** in the example spreadsheet.

- **You cannot change the two line headers at the top of the spreadsheet**.

- Save your spreadsheet as **a .csv file.**

- The **columns on the spreadsheet correlate with the contract entry page** as reflected by the red capital letters below:

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Adams, **A/1**

ID Number	PID	Major	Class Level - Code	Campus	Term
			Regular Masters - 70	Western	201607

B/2

Awarding Department [034900 - Dean - Graduate School ▼] **C/3**
ⓘ

Contract Type ⓘ [Graduate Assistantship ▼] **D/4**

Campus [Western ▼]

Appointment Details

Position Number [   ] **E/5**

Payroll Effective Start Date ⓘ * [mm/dd/yyyy 📅] **F/6**

Payroll Effective End Date ⓘ * [mm/dd/yyyy 📅] **G/7**

Hours Per Week * [   ] **H/8**   **Column I/9**
Enter FTE   **calculates**

Monthly Pay Amount * [$] **J/10**   **automatically**

Cost

	Actual		Projected	
	Pay Period	**Contract**	**9 Month**	**12 Month**
	$0.00	$0.00	$0.00	$0.00

Funding *	Fund Number	Percent	Amount	Actions
	No funding has been specified for this appointment. Enter the fund information below and click add.			
K/11	[ ]	[ ] %		[➕] [✖]

Assistantship Supervisor PID [   ] **L/12**

Tuition and Fees

☑ Tuition scholarship will be offered by the department. **M/13**

Academic Year ⓘ * 2018 - 2019 **N/14**

Applicable Term(s) * ☐ Fall 2018 ☐ Spring 2019 ☐ Summer 2019 **O/15**

Percent of In-State Tuition and Mandatory E&G Fees ⓘ * [   ] % **P/16,Q/17,R/18**

Percent of Comprehensive Fees ⓘ [   ] % **S/19,T/20**

Percent of Commonwealth Facility and Equipment Fees [   ] % **U/21,V/22**

Other Fees ⓘ [$] **W/23,X/24,Y/25**

Conditions of Offer

Is student required to attend the GTA workshop? ⓘ * **Z/26**
○ Yes ○ No ○ Defer decision **AA/27**

Special Conditions
["Check with your supervisor regarding your work schedule over University holidays" will automatically populate on the contract. Free form entry of additional conditions may be included.] **AB/28**

500 Characters remaining

Student Approval Deadline * [03/28/2019 📅] ✓ **AC/29**
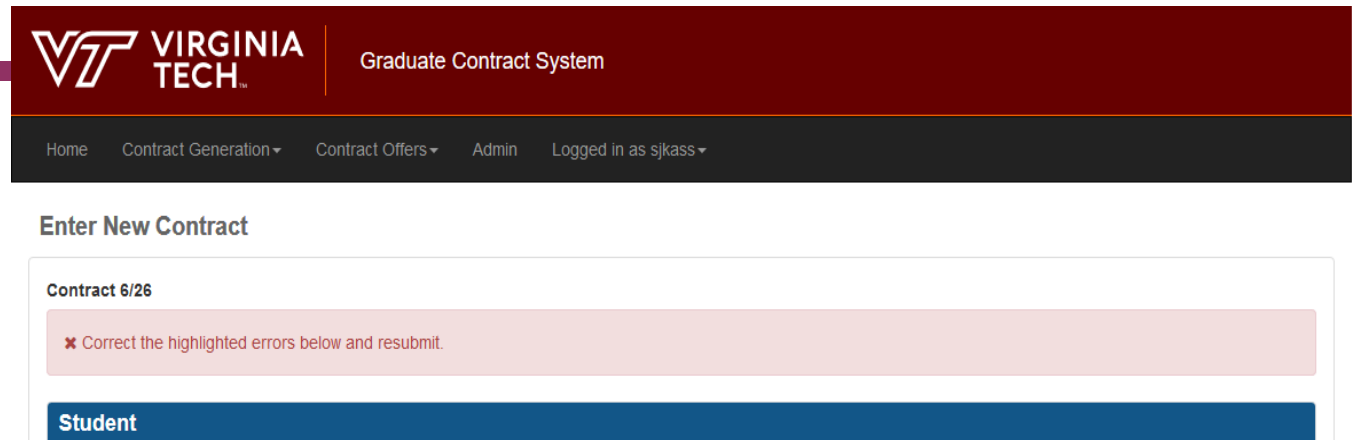
Approver PID * [   ] **AD/30**
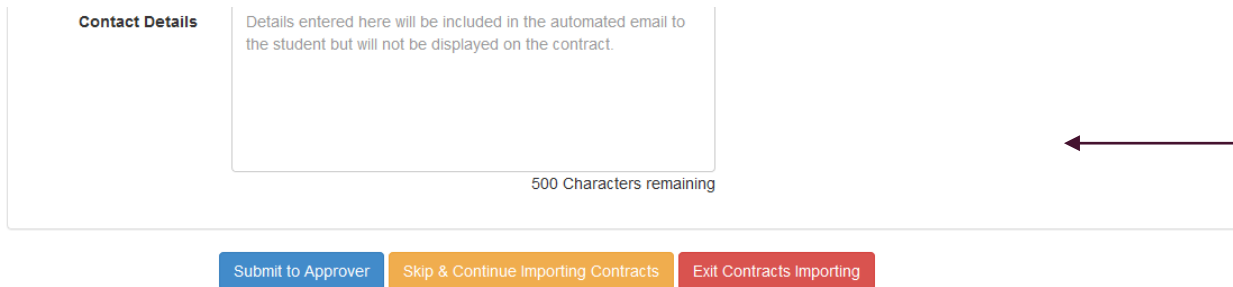
Contact Details
[Details entered here will be included in the automated email to the student but will not be displayed on the contract.] **AE/31**

If there are any errors, it will stop and you can fix the error directly on the contract, then click on "Submit to Approver."

VIRGINIA TECH™

Graduate Contract System

Home   Contract Generation▾   Contract Offers▾   Admin   Logged in as sjkass▾

Enter New Contract

Contract 6/26

✖ Correct the highlighted errors below and resubmit.

Student

Contact Details

Details entered here will be included in the automated email to the student but will not be displayed on the contract.

500 Characters remaining

Submit to Approver   Skip & Continue Importing Contracts   Exit Contracts Importing

You also have the option to skip the error and go back later to your spreadsheet to make changes.

You will receive an email once the import is complete notifying you how many contracts were successfully imported and which row numbers were skipped.

ASSISTANTSHIP MANAGEMENT IN BANNER HR

PERSONNEL ACTION FORM (PAF)

- Entered into (NOAEPAF) Banner Form to record assistantship
  - Triggers stipend payment
- Activates the UF Differential credit in Banner:
  - Out-of-State Tuition waiver
- For Fall 2019, enter before Office of University Bursar (OUB) sends out student bills July15th (preferably by July 10th)
- Contract termination must coincide with termination of appointment date to prevent overpayment.

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FACTORS THAT DO NOT IMPEDE PAF ENTRY

- PAF can be entered before student registers

- HOLD on student record does not affect PAF

- PAF can be entered before student has SSN

- Exceptions can be entered using GEXJOB/GEXHIRE approval code

  - If BS/MS or low GPA – one semester only

  - If interdisciplinary – two semesters

  - MUST ENTER EXPLANATION IN COMMENTS

- Banner HR Enterer Manual provides step-by-step instructions
  http://www.hrapps.hr.vt.edu/resourceguide/docs/EntererManual.pdf

LINK TO HR BANNER ASSISTANCE

https://canvas.vt.edu/courses/62542/pages/human-resources

TUITION AWARDING AND FUNDING

WHAT IS TUITION REMISSION AT VT?

- **Tuition remission** is a benefit associated with assistantships and a few university-managed fellowships and scholarships for graduate students.

- The **tuition remission** system provides a mechanism for the payment of tuition and fees for eligible students through a two-step process of awarding and funding.

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TWO STEPS OF TUITION REMISSION PROCESS

- **AW**arding the amount of tuition to a student using Banner form TZATR**AW**, which creates a corresponding credit on the student's account, and then

- **F**unding the award in Banner form TZATRA**F**, which encumbers the funds from the designated source.

- Note: These steps cannot be performed on the same day.

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ENTERING AWARDS - STEP 1

- TZATRAW simply records intention of department to pay an award to student - Bursar will record award as credit to student from department; no fund number will be debited at this point.

- Departments will be notified when the remission system is available for each academic year.

- Departments are encouraged to enter tuition awards before the Fall and Spring billing deadlines.

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ENTERING AWARDS – STEP 1 (CONT'D)

Awards on TZATRAW are entered as either Contract 1 or Contract 2 and will appear as Contract 1 or Contract 2 charges on TZATRAF:

- Contract 1 is reserved for tuition, technology and library fees, added together and entered on one line, and E&G fees (i.e., Engineering, Architecture, etc.)

- Contract 2 is reserved for paying fees other than tuition, such as comprehensive and CFE fees or out-of-state tuition differential fees.

ENTERING AWARDS – STEP 1 (CONT'D)

- Departments that would like assistance from the Office of the University Bursar in posting tuition awards based upon contract information should contact bursar@vt.edu. Contracts must be accepted by the student no later than July 10 for tuition awards to be applied to July 15 bill; contracts accepted after July 10 and no later than August 2 will be applied by the August 12 payment deadline.

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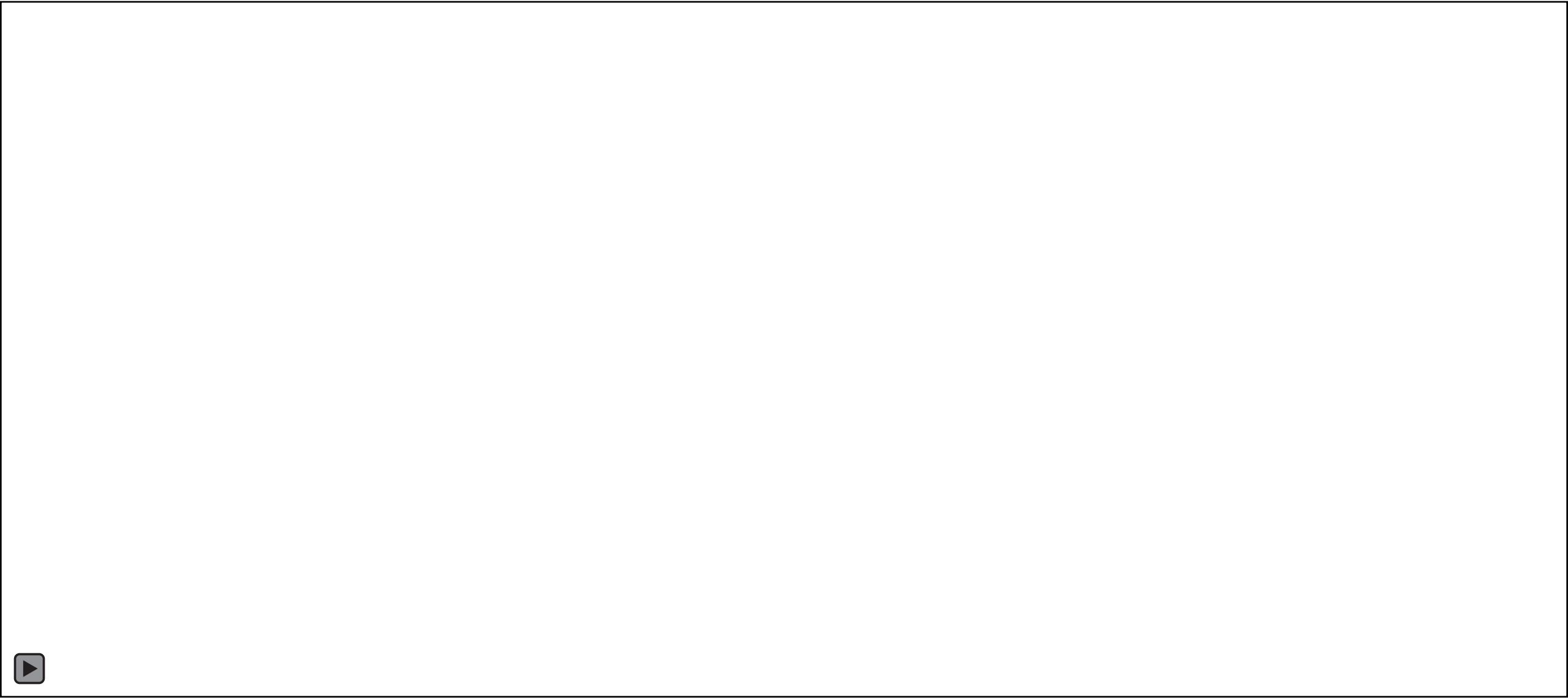
Enter the **student's ID** and the name will prepopulate into the Name field.

Click the **Maximum Award Amount** field and enter the total tuition.

Click on the **green start over** button to return to the main TZATRAW screen.

			Contract Person Authorization TZATRAW V1 (PROD)				ADD	RETRIEVE	RELATED	TOOLS

Organization: 004000 Biological Sciences   Contract ID: FCT004000   Term: 201901 Spring 2019   Contract Number: 1   **Start Over**

▼ CONTRACT PERSON AUTHORIZATION   Insert   Delete   Copy   Filter

Delete Indicator	ID	Name	Maximum Amount *	Roll	Sponsor Reference Number	Authorization Indicator	Priority	Additional Text Indicator
		, Mansooreh	4,320.50	☐	417810	Y	1	
		Shreya	6,742.50	✓	432028	Y	1	
		Sodiq Yinka	6,742.50	☐		Y	1	
		Camilo An…	3,371.25	✓	479206	Y	1	
		Timofey Dmitrye…	6,742.50	✓	997040	Y	1	
D		Kaiser C.	6,742.50	✓			1	
		Bidisha	6,742.50	✓	479502	Y	1	
		, Nicolaas Corn…	6,742.50	✓	479347	Y	1	
		, Mathew Ryan	6,742.50	☐	479347	Y	1	
		Brooke Lee	6,742.50	✓	997040	Y	1	

Click the box if you are **rolling** the award from Fall to Spring. Leave it blank if it is 1 semester only award.

Click in the **Sponsor Reference Number** field and enter your preferred description. **Authorization Indicator, Priority and Additional Text Indicator** will prepopulate from Banner.

Click **Save**. You should see a message indicating records saved.

SAVE

ENTERING TUITION FUNDING – STEP 2

- After entering an award, must wait overnight before funding an award

- Funding on terms for the upcoming academic year can begin approximately after the last day to add classes.

- If funding is entered before a student is fully registered, only a portion of the award is applied to the student's account.

- There are specific funding sources and guidelines overseeing the use of these sources in tuition remission. Guidelines can be found on the Grad School website.

- For funding source exceptions call Rachel Morgante-Richmeier (1-0060) or Emilee Hillman (1-6550)

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Double Click on the Student ID. A subform named Student Actual Award Contract will open on the screen.

Screen header:

ellucian   Tuition Remission Award Funding TZATRAF V2 (PROD)   ADD   RETRIEVE   RELATED   TOOLS   1

Organization: 004000 Biological Sciences   Term Code: 201901 Spring 2019   Contract ID: FCT004000   Start Over

▼ STUDENT ACTUAL AWARD CONTRACT   Insert   Delete   Copy   Filter

Student   906030336   Ahuja, Shreya   Actual Award

Contract   1   Tuition

▼ FUND DETAILS   Insert   Delete   Copy   Filter

Fund Code	Fund Description	Funded Amount	Revised Amount
	Funding Totals		

◄ ◄ 1 of 1 ► ►   10 ▼ Per Page   Record 1 of 1

Callout boxes:

Enter the fund code to pay the award.

Fund Description field will populate automatically.

Funded Amount field will populate automatically from entries made in the TZATRAW form.

Click in **Revised Amount** field. This column will always show $0.00 until you enter the funding amount. The funded amount must match the revised amount. There are several rows that can be added to enter more than one fund number. Enter F6 to enter additional rows for more than 1 fund number, if needed. Enter 1 fund number per row. Click **save** on the bottom, right.

TUITION REMISSION AND FUNDING REPORTS

Departments can track their spending or check tuition entries that need funding adjustments at any time by running the TZRTRAW, TZRTRAF, or TZRTRFR reports from the Banner system (link:

- **_TZRTRAW - Tuition Remission Award Report_**
  Provides information by student and contract (tuition or fees) for a specified organization and term.

- **_TZRTRAF - Tuition Remission Funding Report_**
  Provides information by fund by feed date (to Banner Finance) for a specified organization for a specified feed date range. The report provides the amount funded by student.

- **_TZRTRFR - Tuition Remission vs. Payroll Funding Review/Reconciliation Report_**
  Assists departments in reconciling payroll funding percentages to tuition funding percentages.

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OTHER POLICY ISSUES

SUMMER ASSISTANTSHIPS

- Departments are not obligated to cover tuition

- Student does not have to take classes **unless the student is a new international student admitted for summer**.

- Must be an admitted student for the applicable summer term

- Eligible for OOS tuition waiver if at least $4,000 earned on assistantship between Aug 10 – May 9 or Dec 25 – May 9 **previous to** the summer term in question

- Students in defending status may remain on assistantship until end of session in which they defend (dept. may pay SSDE fee but not obligated)

- Students with summer assistantship may work wage jobs until Aug 9 for combined total of 40 hours.

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RESIGNATIONS/TERMINATIONS

- Assistantship contract states that work will be evaluated and is contingent upon satisfactory performance of assigned duties

- Document unsatisfactory performance and share with student. Follow general university guidelines if termination is necessary.

- If terminated, JOBEND and review for tuition recovery; same for students who resign

- Check to see if student tuition award was rolled

- No shows: Contact HR to void PAF – do not JOBEND; delete tuition

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FINANCIAL AID AND ASSISTANTSHIPS

- Students who receive financial aid awards must notify the Office of Scholarships and Financial Aid (OSFA) if they have accepted a graduate assistantship.

- Once student receives tuition award or out-of-state waiver, OSFA (as required by federal and state regulations) may reduce some of the aid originally offered. In this case, student may be billed for overpayment.

- Department will need to work with Bursar's Office to resolve the payment of tuition.

MANAGING ADDITIONAL EMPLOYMENT

- Graduate students on full assistantships can seek additional employment (restrictions may apply to international students)

- Students should consult with their academic advisor and/or assistantship supervisor as applicable regarding the fulfillment of their assistantship and graduate study responsibilities.

- Students must notify the Graduate School about any additional employment using the **Additional Employment Reporting Tool**.

ADDITIONAL RESOURCES

WEBSITES

- Graduate School   https://graduateschool.vt.edu/funding/funding-information-for-departments.html

- Office of the University Bursar   https://www.bursar.vt.edu/

- Human Resources   http://www.hrapps.hr.vt.edu/resourceguide/

- Payroll   https://www.controller.vt.edu/resources/payroll.html

- Request for access to the Banner HR & Finance system can be found here: https://graduateschool.vt.edu/funding/funding-information-for-departments/tuition-remission.html

GRADUATE SCHOOL CONTACTS

Contracts, Tuition Remission & Funding Entry, Policy Questions

- Sue Kass 1-4558
- Rachel Morgante-Richmeier 1-0060

Policies and compliance:

- Monika Gibson   1-4558

Finance:

- Emilee Hillman1-6550

Late fees, retroactive waivers:

- Bursar's Office: 540-231-6277

Retro appointments, PHAHOUR, Manual Checks, Student Wage, employment eligibility, stipend recovery

- HR Help: hrservicecenter@vt.edu or call 540-231-9331

ADDITIONAL RESOURCES

- Banner HR Training

- Tuition Remission Training

- Contract Tool Training

- Assistantship Management Bulletin

- Graduate School Bulletin

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RESOURCES FOR STUDENTS

- Information for New Graduate Assistant Teaching Assistants, Graduate Research Assistants, and Graduate Assistants can be found at https://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/assistantships_and_funding/InformationforNewGAsMay2019.pdf

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