

Hiring Graduate Students

Updated July 8, 2026

Hiring Types

- **Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA)**
 - 13-20 hours per week = 33%-50% FTE
 - Tuition waiver provided by the student's home unit
 - Health Insurance is required
- **Graduate Assistant (GA)**
 - Administrative work
 - Requires at least 3 or more credit hours
 - Up to 20 hours per week (Up to 0.50 FTE)
 - No Tuition waiver is provided
 - Health Insurance isn't required
- **Student Assistant (SA)**
 - Administrative work
 - Requires 0-2 credit hours
 - Up to 20 hours per week (Up to 40 hours during summer if the student isn't enrolled)
 - No Tuition Waiver
 - Health Insurance isn't required
- Offer Letters can be found [here](#).
- Limited exceptions can be granted. Exceptions must be sought from Corey McAllister in Graduate Education.

Job Codes

- GRA – 907X01
- GTA – 908X01
- GA Hourly – 909X01
- GA Monthly – 905x01
- GA Fellowship – 905X03
- Student Assistant – 900X01

GRA/GTA Policies

- To be employed as a GRA/GTA, graduate students must be registered [full-time](#) (12+ hours) and have the following stipulations:
 - Fall and Spring:
 - 9 hours must be Graded/Pass/Fail
 - Summer:
 - 6 hours must be Graded/Pass/Fail
- GRA and GTA positions must have Health Insurance (either through GT or a comparable outside source)
 - [SHIP](#) is recommended for students.
 - GRA Healthcare Plan isn't recommended. The SHIP Plan has better benefits.
- GRA's must be continuous for each term they are working on the project, including Summers.
- GRA and GTA positions are required to make a minimum stipend and are updated yearly.
 - Institute Minimums can be found [here](#)
 - It's in the Policy Library by going to the following links
 - Policylibrary.gatech.edu
 - Policy Books → Academic Affairs → Graduate Student Policies → Stipends for Graduate Assistantships

Tuition Waiver

- GRA and GTA's should only receive **one waiver**.
- Students **shouldn't receive both** a GRA and a GTA waiver.
- Students also shouldn't receive 2 Residency Waivers (ie In State and Out of State).
- Tuition Waivers aren't optional for GRA/GTA positions.
- The waiver the student receives should be related to their job and residency (ie An In State GRA shouldn't receive an Out of State GTA waiver).
- Students who receive a student loan will have their loans adjusted to reflect receiving a waiver. Questions about how much the student will receive from a student loan should be directed to Financial Aid.

Waiver Codes

- Waiver codes as follows:
 - 1 = GRA Out of State Waiver
 - 2 = GRA In State Waiver
 - 3 = GTA Out of State Waiver
 - 4 = GTA In State Waiver
 - 101 = GRA Out of Country Waiver
 - 102 = GTA Out of Country Waiver

How to enter a tuition waiver

- Check students Residency in SGASTDN in Banner!
- R is In State; N is Out-of-State; Z is Out-of-Country

← → ↻ <https://app.banner.gatech.edu/applicationNavigator/seamless>

Banner Hiring & Supervisio... SLATE Bursar Office Paying for Grad Sch... Fellowships and Fun... ONE USG GT Reports LITE - Reporting Home - Tableau Ser... Graduate St

Georgia Tech General Student SGASTDN 9.3.26 (bprod)

ID: Term: ☐ View Current/Active Curricula:

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

▼ GENERAL LEARNER

From Term	202102	To Term	999999
New Term	202102 ... Spring 2021	Residence	N ... Out-of-State Resident*
Student Status	AS ... Active/Eligible to Register	Fee Assessment	... Full or Part T
Student Type	C ... Continuing/Previously enrolled	Rate	
		Class	DR Ph.D.

Additional Information

Site	...	Block	...
Session	...	Citizenship	C US Citizen*

How to enter a tuition waiver cont.

- Go to TSAEXPP. Click the X in the upper left-hand corner once you arrive at the screen.

The screenshot displays a web application interface for Georgia Tech. The browser window title is "Georgia Tech Account Printer Selection TOADEST 9.3 (bprod)". The interface includes a header bar with the Georgia Tech logo and a title. Below the header, there is a section titled "PRINTER DESTINATIONS" which contains two input fields: "Invoices" and "Receipts". To the right of these fields is a "Student Summary" field. A large grey area occupies the main body of the screen. A yellow arrow points to the "X" icon in the top left corner of the browser window.

How to enter a tuition waiver cont.

- Use the correct Exemption Code and Term

Georgia Tech Exemption Person Authorization TSAEXPP 9.3.4 (bprod)

ADD RETRIEVE RELATED TOOLS

Exemption Code: Term: [Go](#)

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

How to enter a tuition waiver cont.

Click Insert to add a blank row. Insert GTID in the second Column. To remove a waiver, click the empty column next to the GTID you wish to delete, add a D in the column, and then save.

[illegible]

Health Insurance

- Students are normally charged Health Insurance two times:
 - Once in Fall
 - Once in Spring for Spring/Summer
 - If the student starts in Summer, they will be charged Health Insurance over the summer
- If students have a GRA/GTA tuition waiver, they are billed Health Insurance via SHIP. If they don't enroll, they will be enrolled.
- Students can waive the Health Insurance if they have comparable health insurance and can waive it on SHIP's website.
 - Information on Enrolling and Waiving the SHIP Plan can be found [here](#).
- The amount students are charged can be found on the Tuition and Fees chart on the Bursar's website, found [here](#).

Tuition Remission

- Sponsored Projects are charged what is called tuition remission
 - This is only for in state tuition and this amount doesn't include the \$25 charge that the student pays.
 - It will be charged to a funding source for 4.5 months for Fall/Spring and 3 months for Summer.
 - Financial staff know which account to charge these amounts to and questions about this should be addressed to them.
 - Information can be found [here](#).

Graduate Assistant (GA) - Hourly

- Hourly rate can be any amount set by the hiring unit, but at least the Federal Minimum wage.
- The student must register for at least 3 credit hours.
- The student must report hours.
- If the student is currently a GRA/GTA with another department, the student can be hired as a monthly GA.
 - This happens because the student must be on the same pay cycle.
- Students should not be hired as a GA or Student Assistant if they are doing research. If the student is continuing research, then they should be hired as a GRA and enrolled full time.
- To seek exceptions or questions, please email Corey McAllister in Graduate Education.

GA - Monthly

- Can only be hired if they are already a GRA/GTA.
- The monthly stipend can be any amount.
- You can't use both the GRA/GTA stipend and GA Monthly stipend to equal the institute minimum for the GRA/GTA position.
- The **FTE** should be **0.17 for the GA – Monthly** and **0.33 for the GRA/GTA**. No exceptions

GA - Fellowship

- Can only be used if they have a fellowship and the department wants to hire them.
 - For NSF GRFP, approval is needed from Camile Matthews.
- The job code is 905X03 and the pay group is 03G.
- They are paid monthly with a max of 20 hours per week.
- Submit a direct hiring eRequest through the ASC.
 - You **must** add a note in the comments about which fellowship program the student has.
 - I.e NSF GRFP, GEM, NIH, etc.
- No min/max pay rate but it should be equitable amongst your unit.
- Students can also hold a GA Monthly position as well with this position.

Fellowships & GRA/GTAs

- If the student is on any of the following fellowships, they **can't** be on a GRA/GTA:
 - On **TENURE** with NSF
 - Students should know if they are on either of those. NSF students declare their status each year.
 - Questions about NSF to Camile Matthews
 - 1st Year GEM Fellows (Fall & Spring **ONLY**)
 - Questions about GEM should be referred to Jackie Strickland
- These students should be hired as a GA – Fellowship Monthly if hired.
- If a fellowship pays for the student's tuition, a student **can't** be a GRA or GTA since the GRA/GTA pays for the tuition.
 - Questions about Exceptions must be directed to Camile Matthews & Corey McAllister. You must submit fellowship details to Camile & Corey as well.

Student Assistant

- If the student isn't enrolled for a semester but will be returning the following term, they can be hired as a Student Assistant (SA).
 - This also applies if the student is registered for 1-2 credit hours.
 - Note: students who are not enrolled in classes will not be eligible for IRS student exclusion criteria and will have Georgia Defined Contribution Plan (GDGP) and Medicare tax deducted from their pay.
- This position is paid biweekly and will receive an hourly amount.
 - The hourly amount will be determined by the hiring unit.
- This position must log hours.
- This position can only work up to 20 hours per week.
- Students should not be hired as a GA or Student Assistant if they are doing research. If the student is continuing research, then they should be hired as a GRA and enrolled full time.
 - For questions, please email Corey McAllister.

Full-Time Work in the Summer

- Students who are not registered for summer classes can work up to 40 hours per week.
 - Full time work is not available to GRA, GTA, or GA positions.
 - Students must be hired in a Student Assistant (SA) position to work 40 hours per week.
 - If a student is not finished with a GRA research project, the student **should only be hired** as a GRA during the summer. No exceptions!
- Please note that:
 - GRA and GTA funding mechanisms should never be used for full-time hires.
 - Since the student will not be enrolled between 0 credits and working full time, they will not be eligible for IRS student exclusion criteria and will have Georgia Defined Contribution Plan (GDCP) and Medicare tax deducted from their pay.
 - This can be refunded to the student 30 days after the student is either terminated or is in a student position.
 - More information found [here!](#)

Short Work Break (SWB)

- Short Work Break (SWB) should be used for positions that will not be getting paid nor working during a set amount of time(ie not working over the Summer)
 - You **can't** have a student on SWB and be hired in a different position during the same term!
- The SWB will allow you to not have to rehire or terminate the student and have the student to continue to work with you or another unit.
- You must put a time frame in which you want the student to not work. You will reactive the student when the time is over.
 - No rehire is needed!
- It is suggested to not have students on SWB for longer than 5 months.

Pay

- GRA/GTA
 - 2026-27 Minimum Stipend Amounts:
 - Masters - \$1,184
 - PhD - \$2,291
 - Programs/Departments can pay more
 - No max on pay but should be comparable to other GRA/GTAs in the department.
 - Students can opt into Payroll Deduction to pay for their tuition and fees they owe after the tuition waiver.
 - The payroll deduction is only for GRA/GTA's.
- GA and Student Assistant
 - Must make at least \$7.25 per hour

Internships & GRA/GTA's

- Students can do both but can only do the following:
 - 13-hour GRA and 7 hour per week Internship
 - 14-hour GRA and 6 hour per week internship
- Must be reviewed and approved by Corey McAllister and the Career Center via form found [here](#).
 - International Students should double check with OIE with any questions about visa and CPT questions.
- Students must upload form from above to their Career Buzz account for the semester in which they want to do a GRA/GTA and an Internship.
- Students should not work more than 13-14 hours per week on campus.

Military GRA's

- All units can hire a Military GRA.
- Student's can be hired as an affiliate.
 - This only applies for Military GRA's!

Hiring Periods – GRA/GTA

- The normal hiring period ends the Friday of the first week of classes for any given semester.
- The last date to hire GRA/GTA's as a late hire is the last day to enroll in Health Insurance.
- The last day to enter tuition waiver during the late hiring period is the day before the last day to hire a student.
 - This allows for the tuition waiver to hit the students account.
- Suggested start dates for these positions can be the following:
 - Fall – August 15 – December 31
 - Spring – January 1 – May 14
 - Summer – May 15 – August 14
- Requests to hire students after the hiring period dates can go through Corey McAllister.
 - Please note that the Bursar must approve these since Health Insurance charges are handled through this office. Requests can be denied if it is too late in the term.
- An email was sent out about hiring timelines for Fall 2026.

Hiring Periods – GA & Student Assistant

- You can hire for these positions at any time.
- If you miss the GRA/GTA hiring period and are denied approval after the hiring period, the student must be hired as a GA.
 - You have option of paying the student a higher wage to pay them back for tuition.

Income Taxes & Reporting Hours

- Students will pay taxes on what they earn.
 - Federal
 - State
 - Medicare
- Students can go [here](#) to see an explanation of their paystub.
- Students who are hired as an Hourly GA or a Student Assistant will have to log hours.
 - Information on how to log hours can be found [here](#).
- The Office of Graduate Education has a [Taxes 101](#) session every year with Human Resources and the Bursars Office.
 - Normally happens in February.

Interdepartmental Hiring

- If a student is hired outside their home unit, the unit hiring the student must check to see if the student is hired anywhere else on campus.
 - FTE should never go above .50!
- If a student is a GRA/GTA with one unit, then the student should be hired as a GA (Monthly) in the other department.
- A student hired as a GRA/GTA in another unit isn't required to pay the student their home units pay rate.
- The students **home unit** is required to enter the tuition waiver.
 - The hiring unit will pay tuition remission instead of the home unit.

Working Abroad

- Students will need to fill out a Temporary International Assignment.
- This is needed due to tax purposes, security, and making sure the student can access GT information.
- The process must be started at least 30 days **BEFORE** the student will leave.
 - It is encouraged to start as early as possible to have this information processed.
- Students can go [here](#) for paperwork and more information.

Key Reminders for Fall 2026

- July 30 is the last day to **submit eRequests** for fall hires.
- Hiring requests submitted outside of recommended timeframes may result in delays in student employees being paid on time. If you do submit outside of the recommended timeframe, we suggest that you alert your student employees that they may receive a late payment.
- eRequests should be used to **hire** or **rehire** a student employee.
- Employees **who have never worked at Georgia Tech, have been rehired after not working for two or more years, or have previously been hired as an affiliate should not start working** until, they have completed the Employee Onboarding process.

Critical Fall Hiring Dates

- **July 30** – Last day to modify any fall student positions (biweekly and monthly)
- **July 30** – Last day to **submit eRequest** for fall hires
- **August 3** – Last day to initiate transfer transactions
- **August 3** – Last day to initiate Short Work Break (SWB) transactions
- **August 3** – Last day to initiate terminations
- **August 19-21** – Student Onboarding Event

GRA & GTA Employment Documentation Updates

- As of May 28th, the ASC has been sending employment documentation for all new and rehires to the repository email.
 - Those hired before that date; the hiring unit will need to send documentation to the repository email.
 - Those hired after that date, the department will not need to send anything to the repository email.
- The ASC is working on sending notifications to when an MSS transaction takes place.
 - The start date is TBD. Will notify programs when this happens.

Resources

- [Canvas Student Employee Onboarding Tutorial](#)
- [Resources for Student Employers Webpage](#)
- [Resources for Student Employees](#)
- [Payroll Calendars](#)
- [Academic Calendar](#)
- [Adding/Changing Position Funding](#)
- [GTA & GRA Employment Documentation](#)
- [Grad Hiring and Supervision Website](#)
 - Hiring Periods
 - Hiring Training Manual
 - GradWorks information
 - Non-Academic Unit Hiring Requests
 - Employment Guidance
- [Graduate Student Employment Manual](#)
 - Information on student employment, including federal and state laws, USG policies, and GT policies.

Helpful Tips and Reminders

- If you need a guide for student hiring, use the [**Student Employment Process Tips**](#).
- [To initiate new student hires and rehires, use the **Direct Hire eRequest**](#).
- [To hire or rehire a group of 10 or more, use the **Bulk Student Hiring eRequest**](#).
 - Review the [**How to Submit a Bulk Student Hiring eRequest**](#) knowledge article.
- Visit the [**Resources for Student Employers Webpage**](#).
- Visit the [**knowledge base**](#) for additional information about student hiring

Questions?