



GRA/GTA/GA Hiring Training Manual

Fall 2026 and onward

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Introduction

This manual assists those who work with and/or hire Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Assistant (GA) student employees.

Graduate Teaching Assistants assist with courses by holding office hours, grading, assisting with lectures, and completing any additional duties the instructor needs for the course. They are paid monthly on the last business day of the month. GTAs have a job code of 908X01.

Graduate Research Assistants conduct research in a lab with a professor, usually their major professor or another faculty member, for a specified period of time. The research is usually related to their thesis or dissertation. They are paid monthly on the last business day of the month. GRAs have a job code of 907X01.

Graduate Assistants usually perform administrative work for a department, unit, school, or college during a semester. Lab work or grading may be included, but lab work must **not** be the same research project the student worked on during previous semester(s). If it is, the student **must** be hired as a GRA. This position can be hired as a monthly position **only if** the student is also hired as a GRA/GTA in a different department or the same department. Otherwise, the student must be hired as an hourly GA. Hourly GAs have a job code of 909X01 and are paid biweekly. Monthly GAs have a job code of 905X02 and are paid on the last business day of the month. Students who have a fellowship can be hired as a GA-Fellowship with the job code 905X03 and are paid monthly.

This manual is intended to assist with standard hiring practices, though some hires may be unusual. If you have questions that are not addressed in this manual, we recommend contacting the Office of Graduate Education, Human Resources, the Office of International Education (OIE), and/or the Administrative Services Center (ASC), depending on the hiring situation. Contact information is provided below:

- Office of Graduate Education: 404.894.1610, or by going [here](#)
- Human Resources: 404.385.1111 or by going [here](#)
- Office of International Education: info@oie.gatech.edu or by going [here](#)
- Administrative Services Center: 404.385.1111 or by going [here](#)

Choosing a GRA/GTA

Who Chooses the GRA/GTA

Faculty, programs, and/or departments choose whom to hire as a GRA/GTA. For GRA positions, students are usually matched with faculty whose research interests align with theirs or through a departmental matching process. For GTA positions, faculty choose students who have the knowledge needed to support the courses offered in a given semester, or the program may assign positions to students who

need funding. Faculty should inform those responsible for hiring in their program or department as early as possible. Students should be selected and notified as early as feasible. Students are encouraged to be hired by the deadlines below:

- Fall: August 1
- Spring: January 1
- Summer: April 1

We understand that circumstances can change during the semester and that grants can be acquired at any time throughout the year. If a student is needed for a grant late in the semester, after the late hiring period for GRA/GTAs, we suggest hiring the student as a Graduate Assistant (GA) for the remainder of the semester and then hiring them as a GRA/GTA for the following semester(s). Questions about when a student should be hired as a GA instead of a GRA/GTA should be directed to the Academic Coordinator for Graduate Hiring in the Office of Graduate Education.

Policies and Information for Hiring GRAs/GTAs

Students hired for GRA and GTA positions must follow the policies and procedures for those positions. This information is outlined below:

Registration

Students must register for at least **twelve (12)** hours each semester, including summer. The student's registration must include the following:

- Fall
 - 9 hours of the minimum 12 hours must be graded/pass/fail.
 - 3 hours can be audit, thesis hours, or graded/pass/fail.
- Spring
 - 9 hours of the minimum 12 hours must be graded/pass/fail.
 - 3 hours can be audit, thesis hours, or graded/pass/fail.
- Summer
 - 6 hours of the minimum 12 hours must be graded/pass/fail.
 - 6 hours can be audit, thesis hours, or graded/pass/fail.

The Office of Graduate Education reviews students in these positions to confirm that they are registered correctly. Program coordinators and departments will be notified of students who do not meet this requirement. Coordinators and departments should contact their students and assist with their schedules. After this review, waivers will be removed from student accounts for students who do not meet the registration requirements. Programs and departments will be notified when waivers will be removed each term for students who are not in compliance. If a student will not register for the required hours listed above, the program must remove the waiver. The student must also be changed to either a Graduate Assistant or Student Assistant, depending on the number of hours for which the student registers. Registration information can be found in the Graduate Assistant section of this manual.

The Office of Graduate Education also reviews students who have a waiver but are not registered. Programs will be notified of these students. If the students on this list do not intend to meet the registration requirements listed above, the tuition waiver must be removed. The student must also be changed to either a Graduate Assistant or Student Assistant, depending on the number of hours for which the student registers. Registration information can be found in the Graduate Assistant section of this manual.

The Office of Graduate Education will conduct these reviews at the beginning of each semester and will continue until all hiring periods have ended for the semester.

Health Insurance

All GRA and GTA students are required to enroll in the Student Health Insurance Plan (SHIP). Students with comparable outside coverage that meets waiver requirements may waive enrollment in [SHIP](#). GRA and GTA positions receive a subsidy toward the mandatory SHIP premium, and students are billed through their student account for the remaining premium. The cost can be found on the second page of the “Tuition and Fee Rates per Semester” PDF under “Mandatory Health Insurance,” found [here](#). More information about health insurance and how to waive coverage is located [here](#). Students are charged one fee for the fall semester and are then charged in spring for both the spring and summer terms. This allows students to have year-round coverage. Information about dates, coverage, and additional details is available [here](#).

GRAs also have the option to enroll in GRA Healthcare through the University System of Georgia, and more information can be found [here](#). Georgia Tech students are not recommended to use this option and are instead encouraged to enroll in SHIP. GRA Healthcare does not include repatriation or medical evacuation coverage, which is required for international students. SHIP also has a better premium and more coverage for students, and it can cover a student’s partner and/or children. Students should **NOT** enroll in both plans; only one is needed.

Work Hours and Hours per week

Enrolled students **cannot** be hired for more than 20 hours per week, which is 50% full-time equivalent (FTE). GRA and GTA positions are normally hired at 50% FTE (20 hours per week) or 33% FTE (13–14 hours per week). GRA and GTA positions can be hired at any FTE between 33% and 50% FTE. GRA and GTA positions should not be hired for less than 33% FTE unless approval has been obtained from the Academic Coordinator for Graduate Hiring in the Office of Graduate Education. Students are not allowed to work more than 80 hours per month, or an average of 20 hours per week in months that have four weeks. There may be occasions when a student works fewer than 20 hours one week and more than 20 hours the following week; this is acceptable if agreed upon by the supervisor, as long as the average hours worked do not exceed 80 in any month.

If a month has 5 weeks, then the student can work up to 100 hours per month and should **not** go over this amount. A student will **not** be paid for any number of hours over this amount. If a student’s termination date is for anything earlier than the last day of month, they will not be paid for the entire month, even if the student works 80-100 hours for a given month. The student will be paid a prorated amount for the time they worked for the month. For example, if the student works for the first 3 weeks of a month, they will only be paid for 3 weeks of pay, even if they put in 80-100 hours during the month.

In this situation, if the student's monthly stipend is \$1600, then the student will only receive \$1200 for the month before taxes are taken out. Students do have flexibility with their schedule, as stated [here](#).

The student's work schedule, hours, and expectations should be determined and agreed upon between the student and the supervisor. Generally, students are expected to work during reasonable work hours, and students are not expected to work overnight or during holidays and Institute breaks when other employees are not working, as stated in the [Policy Library](#).

The Office of Graduate Education does not track the hours that GRA, GTA, or GA students work. This should be handled by the supervisor and/or the student. GAs normally log hours each week and have them approved by their supervisor. GRA and GTA students do not log hours, but students and/or supervisors are encouraged to keep a record to ensure the student does not exceed the maximum number of hours per week or month.

Time off, Start Date, and End Date for Hiring

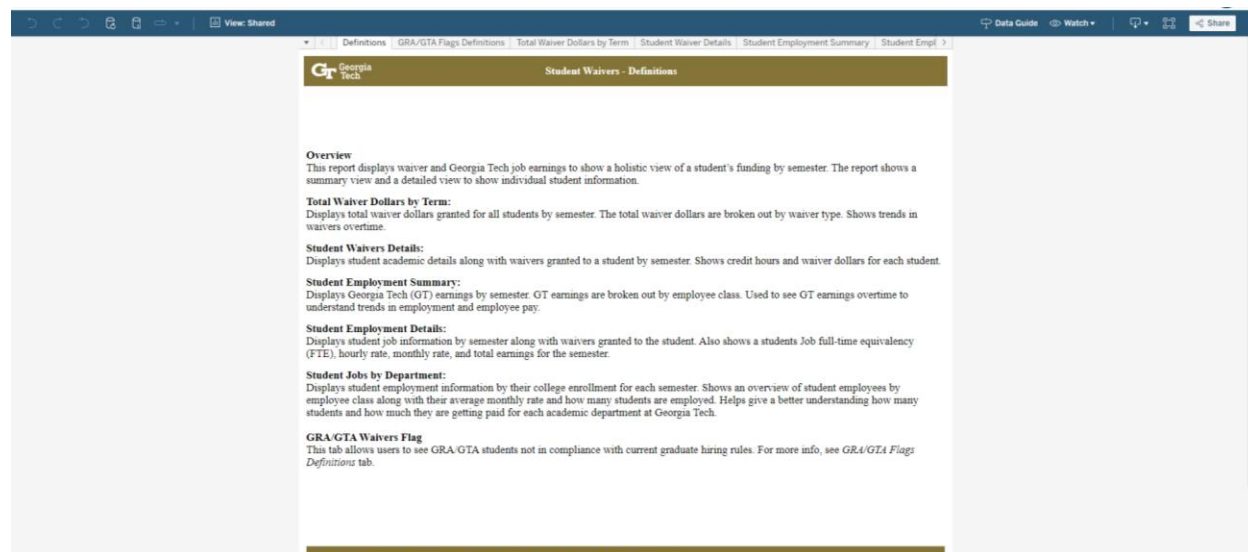
Students are not required to work on Institute holidays, as stated [here](#). Typically, GRA and GTA students start on August 15 for fall, January 1 for spring, and May 15 for summer. Students may start before the term begins, but the department or program determines how this should be handled. Students should **not** begin working before they are officially hired in OneUSG Connect, including completion of their I-9 paperwork.

GAs have different start dates throughout the semester because they can start at any time and end at any time during a semester. These positions will have their time approved by their supervisor. All positions can have an end date in OneUSG, and these end dates should be extended ***before*** their current termination date if the student is going to continue working for a department.

Tableau report for GRA/GTA hiring

There is a Tableau report that is available to use if your GRA/GTA students have any discrepancies in their hiring. If you do not have access to this report, you can contact the Academic Coordinator for Graduate Hiring to obtain access. You can access this report by going [here](#).

Once you get to the webpage you should see the following:



The GRA/GTA Flags Definitions tab helps to double check that your students are abiding by GT Policies in regard to Student Employment. Below is what the GRA/GTA Flags mean and a solution for each:

- **Invalid Credit Hours Flag:** Students who don't meet the credit hour requirements for GRA/GTA positions for any given term.
 - **Solution:** Have the student(s) register correctly for the term as stated above in the registration section of this manual.
- **GRA/GTA Not Employed Flag:** The student is not an active employee or is classified incorrectly in HR data.
 - **Solution:** Hire the student as a GRA or GTA in HR/ASC.
- **GRA/GTA Without Waiver Flag:** The student does not have a GRA or GTA waiver in banner.
 - **Solution 1:** Add the correct GRA/GTA tuition waiver into banner.
 - **Solution 2:** If the student is not a GRA/GTA for the given term, either:
 - A) Terminate the student **OR**
 - B) Transfer the student to the appropriate student position (ie GA or Student Assistant)
- **Below Minimum Stipend Flag:** The student's stipend is below the Institute minimum stipend.
 - **Solution:** Update the student's Stipend to the required institute minimum.
- **Invalid FTE Flag:** The student's FTE is over 0.50 or below 0.33. The student's FTE should not be over 0.50 or below 0.33. They also should not work more than 20 hours per week and should work at least 13 hours per week.
 - **Solution:** Reduce their FTE to 0.50 or below. Please note that GRA/GTA's should not be hired lower than .33 FTE.

The Student Employment Details tab shows details for all of your students for a given term. You can use this tab to double-check that your students are active for the current term. This data is pulled from HR data and should be accurate. It should look like the screenshot below:

View: Original

GRA/GTA Flags Definitions | Student Employment Details | Graduate Student Waivers Det... | GRA/GTA Flags | Student Overview

Georgia Tech Student Employment Details

Select Filters

Academic Year: Academic Year 2024-2025 | Term: Summer 2024 | GTID: (All) | Full Name: (All) | Class: (All) | Division: (All)

Department: (All) | Job Code - Title: (All) | Supervisor Name: (All)

Term Name	Division	Department Name	Supervisor Name	Employee Status Name	EMPLID	GTID	Full Name	Employee Record	Job Code	Job Title
Summer 2024										Graduate Assistant
										Graduate Assistant
										Graduate Assistant
										Graduate Assistant
										Graduate Assistant
										Graduate Assistant
										Graduate Assistant
										Graduate Assistant
										Graduate Assistant
										Graduate Assistant

Developed by Data Services' Enterprise Reporting team, a division of OIT - Enterprise Applications & Data Integrations.

This can be used to make sure your students are active. This will also show if the students have been terminated as well. This can be exported to Excel as well if you need to look at the data and see what is wrong (if anything) with your student(s).

This tab will allow you to filter by a variety of filters such as Academic Year, Term, College, Department, etc. so that you can see who has a waiver for any given term. This could assist you with seeing if you missed any tuition waivers for your students. If you want, you could filter it down to your own department for the current term and export it to Excel. Below is an example of how you can click on a button in the report to export it to Excel. Please note you will need to choose the correct term and other information in the drop-down options.

Please note that you would need to choose 'Crosstab' to have the report export the data to an Excel file:

Georgia Tech Graduate Student Waivers Details

Select Filters

Academic Year: Academic Year 2024-2025 | Term: Summer 2024 | GTID: (AID) | Full Name: (AID) | Class: (AID) | College: (AID)

Department: (AID) | Major: (AID) | Waiver: (AID) | Waiver Type: (AID)

Term Name	Primary College Name	Primary Department Name	Primary Major Name	GTID	Full Name	Grad Waiver Type	Waiver Detail Code	Waiver Description	Total Waiver Dollars
									\$14,545
									\$14,545
									\$7,007
									\$14,545
									\$7,007
									\$7,007
									\$14,545
									\$14,545
									\$14,545
									\$14,545
									\$14,545
									\$14,545

Developed by Data Services' Enterprise Reporting team, a division of OIT - Enterprise Applications & Data Integrations

The next to last tab is the GRA/GTA Flags tab, and it should look like the following:

View: Original

GRA/GTA Flags Definitions Student Employment Details Graduate Student Waivers Det... GRA/GTA Flags Student Overview

Georgia Tech GRA/GTA Flags

Select Filters

Academic Year Name Term Name GTID Full Name Class College

Academic Year 2024-2025 (All) (All) (All) (All) (All) (All)

Department Major Invalid Credit Hours Flag Not Employed Flag GRA/GTA Without Waiver Below Min Stipend Flag

(All) (All) (All) (All) (All) (All)

Invalid FTE Flag Min PhD Stipend Rate Min Grad Stipend Rate

(All) \$2,235.00 \$1,155.00

Select Student

Academic Year Name	Term Name	GTID	Full Name	Invalid Credit Hours Flag	GRA/GTA Not Employed Flag	GRA/GTA Without Waiver	Below Minimum Stipend Flag	Invalid FTE Flag
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒
				Y	N	N	N	☒

Applications & Data Integrations

The report will have filters at the top so you can filter by college, term, department, etc. The report will show students down on the left-hand side of the report and then the flags at the top in the header as shown above. Each column will have a Y or N listed below the 5 flags next to a student. If the Student has an N in any of the flag column, they are following GT Policy for that policy. If they have a Y in any column, they are out of compliance and need to be fixed for that GT Policy. This report can be exported if needed.

You can filter by any of the flags on this report. For example, if you want to see who in your college has a GRA/GTA Without Waiver flag for a given semester, choose the semester by checking the Academic Term Year and Term Name to ensure you are viewing the correct semester (for example, Summer 2025). You may also select your college and department, if preferred. Then select "Y" for the GRA/GTA Without Waiver filter and leave the remaining filters as they are, with "N" still selected. This will show all students in your college who have been hired but do not have a GRA/GTA waiver. These students will need a GRA/GTA waiver applied to their account if they are still a GRA/GTA for the given term. If they are not supposed to be a GRA/GTA, they will need to be either terminated or moved to the appropriate position through ASC. The filters can be changed so you can view the data in various ways.

The Report has the Institute Minimum Stipend amounts already set in this report. These are current for the current academic year (Fall to Summer) in which you are looking at the report. This allows the report to flag any Institute Minimum below this amount. You can filter in this report by your own students to see who in your department (or college) is being flagged for any of the 5 flags.

When you click the arrow next to a student, a screen with details will show like below:

The screenshot shows the Banner system interface for a student's details. At the top, there is a gold banner with the Georgia Tech logo and a back arrow. Below the banner, the student's name is redacted with a blue box. The main content area is divided into several sections:

- Course Schedule:** A table with columns for GTID, EMPLID, First Name, and Last Name. The student's information is redacted.
- Waiver Information:** A table with columns for GTID, Grad Waiver Type, Waiver Detail Code, Waiver Description, Waiver Effective Date, and Amount. It shows a GTA Out-of-State Waiver for \$14,545 and Health Insurance for \$184.
- Academic Information:** A table with columns for GTID, Class Name, Primary College No., Primary Department, Primary Major Name, Full-time Part-time Name, Letter Grade Credit Hours, Pass/Fail Credit Hours, Audit Credit Hours, and Total Credit Hours. It shows 6.0 letter grade credit hours and 12.0 total credit hours.
- Employee Information:** A table with columns for GTID, EMPLID, Employee Record, Division, Department Name, Job Code - Title, Employee Class Name, Employee Status Name, Hourly Rate, Monthly Rate, Job FTE, and Standard Hours. It shows a Graduate Teaching Assistant with a monthly rate of \$1,144.00 and 13 standard hours.

At the bottom, there is a gold banner with the text: "Developed by Data Services' Enterprise Reporting team, a division of OIT - Enterprise Applications & Data Integrations."

The student above was flagged for being below the Institute Minimum. The screen will show you any waiver(s) that the student has on their account in Banner, their academic information (including registration), and their employee information (along with pay, FTE, and hours).

This screen allows you to see the student's monthly stipend and see that it is below the Institute Minimum. You would need to contact the ASC to adjust their monthly stipend to be at least the Institute Minimum. Once you do, the flag will be resolved, and your student will be removed from the list. You can click the back arrow in the gold banner to go back to the report, as shown above.

Questions about this report can be referred to the Academic Coordinator for Graduate Hiring in the Office of Graduate Education.

Fellowships and GRA/GTAs

If a student is also receiving a fellowship that pays for tuition and fees, students ***should not*** be hired as a GRA or GTA, since those positions come with a tuition waiver. One example is that NSF GRFP students have their tuition and fees paid for and receive a stipend. One stipulation for those students is that they cannot be hired as a GRA/GTA while they are receiving this funding. If a student receiving NSF funding also receives a tuition waiver, the student would receive a 'refund' for the amount of the tuition waiver. This is not something that needs to happen because the student is already getting their tuition waived by someone and can't be awarded more than one tuition waiver. Students should be hired as an affiliate in this situation if they need access to GT buildings, software, or any other services at GT. If you have

questions about students on a fellowship, contact the Graduate Fellowships Manager in the Office of Graduate Education.

Some fellowships are called 'Topper Fellowships/Scholarships/Awards' and allow students to be a GRA/GTA while receiving the fellowship, such as the Haley Award.

Fulbright Scholars and GRA/GTA positions

Students who come to GT as Fulbright Scholars receive a Grad Exchange Waiver, which the Office of International Education adds to the student's account. Fulbright then sends funds through Third Party Payments to pay the remaining tuition and fees for the student. The student normally receives a stipend from Fulbright, though this may vary by student. The student should be hired as a GA in this scenario if Fulbright is paying the student's tuition.

Students who have run out of funds to pay all of their tuition may be hired as a GRA/GTA to waive their tuition, and Fulbright may apply any remaining payments to the student's account. Programs should process these students like any other GRA/GTA and apply the tuition waivers in Banner. The student would not receive a Grad Exchange Waiver from the Office of International Education and would instead receive an Out-of-State GRA/GTA waiver.

The student cannot receive both a GRA/GTA waiver and the Grad Exchange Waiver on their account.

Any questions about this should be directed to the Office of International Education and the Coordinator for Graduate Hiring.

Military GRAs

Students who are active-duty military can be hired as GRAs. However, the GRA position does not include a stipend because the student is paid by the military. The student will receive a tuition waiver and an additional tuition waiver through the Registrar's Office so the student's tuition balance is \$0, or the student will receive Third Party Payments through the Bursar's Office to make the student account balance \$0. The student cannot be charged any tuition or fees while active in the military.

The job code 907X08 can be used for the Military GRA when hiring through the ASC and should be paid \$1 a month as a monthly stipend. Please note that this should **only** be used for actual Military GRA students. The active military GRA should also abide by the minimum 12 credit hour registration requirement each semester. Any questions about how to hire an active military GRA can be directed to the Academic Coordinator for Graduate Hiring.

The department can use the Fellowships and Scholarship form on the Bursar's Website under the heading 'fellowships and scholarships' if a program will be paying for any amount of tuition/fees, found [here](#).

There is a separate Military Tuition Waiver code in banner that you can enter to waive the out of state portion of tuition if they are considered an out of state student. How to enter this waiver is in the tuition waiver part of this document. A waiver can be requested from the Registrar's Office, found [here](#). A student fee waiver can be found [here](#).

Military GRA's can be hired by any unit on campus. Additional questions about how to hire this can be directed to the Academic Coordinator for Graduate Hiring.

Hiring Online Students

Please note that online students may not qualify to be hired as a GRA or GTA since online programs may limit the number of hours that the students can register for during any given semester. Those students would need to be hired as a GA.

For online students, [remote onboarding](#) can be done for those students who are outside of the Metro-Atlanta area (ie Fulton County and immediate surrounding counties). Questions about what is defined as 'surrounding counties' would need to be addressed with OHR or the ASC. You will also need to check to see how this would affect the I-9 process as well.

Deadlines for Hiring and Tuition Waivers

Each semester, there will be a deadline for student hiring and entering tuition waivers. The Office of Graduate Education will inform programs and departments of these deadlines. These dates can be found [here](#) and are updated regularly. Any student needing to be hired after the deadline as a GRA/GTA will need approval from the Office of Graduate Education. Programs should contact the Coordinator for Graduate Hiring for questions about the deadlines.

GRAs on Projects

GRAs should be hired as a GRA each semester they are working on a project, including summers. Students should **not** be hired as a graduate assistant or student assistant while working on a project in which the student was hired as a GRA during a previous term. This information can be found [here](#).

Summer Hiring

For summer, students have several hiring options. If they were charged the SHIP health insurance fee during the spring semester, they will not be charged a separate summer health insurance fee because the spring charge covers both spring and summer. The hiring information is as follows:

Those who are still working on a GRA federal project must also work as a GRA over the summer and still abide by the registration requirements for the position. They will still get a tuition waiver and cannot work more than 20 hours per week.

Those who are teaching over the summer, regardless of if it's Maymester, Early Short Summer, Late Short Summer, or the Full Summer, they can still be a GTA, but they must register accordingly. The student can teach in one or a combination of sessions and still get a tuition waiver. They will still get a tuition waiver and can't work more than 20 hours per week.

Students can be hired as a Graduate Assistant (GA) if the student has finished their federal project for their GRA, aren't going to do a GRA or GTA over the summer and are not doing any research over the summer. The GA only requires taking 3 or more hours of coursework. This does not come with a tuition waiver, is paid biweekly, and is limited to 20 hours per week.

Those who are taking less than 3 hours or are not doing an internship (full or part time), can be hired as a Student Assistant and can work up to 40 hours per week. This position requires to log time and is paid biweekly. This does not come with a tuition waiver. The student should not be doing any research in this position.

For International Students, you will want to double-check with OIE to see if the student must be registered for full-time hours during the summer based on their Visa. This will determine what type of

hiring the student can be in during the summer. If they must be registered full time, then they can be a GRA, GTA, GA, or Student Assistant and work up to 20 hours. If they can be registered for less than full time, then it depends on how many hours the student is registered.

The scenarios below apply to **any** graduate student, whether domestic or international, during the summer:

- If they are registered for 12 hours, with 6 hours being graded/pass/fail, they can be a GRA/GTA/GA and can work up to 20 hours per week.
- If they are registered for 12 hours but less than 6 hours are graded/pass/fail, then they must be hired as a GA and can work up to 20 hours per week.
- If they are registered for at least 3 hours of any type of coursework (graded/pass/fail/audit), then they can be a GA and can work up to 20 hours per week.
- If they are registered for 1-2 hours, then they can be a Student Assistant (Pay Group 03T) and work up to 20 hours per week.
- If they are not registered at all, they can be hired as a Student Assistant (Pay Group 03C) and work up to 40 hours per week but must be coming back the following semester. **For international students, they must talk to OIE to see if this will be in violation of any part of their Visa.**

Pay for GRA/GTAs

GRA and GTAs must be hired at or above the Institute-minimum stipend rate. The minimum stipend rate can be found [here](#), and it is updated annually. A program or department may pay more than the minimum stipend, but all students should be making **at least** the minimum stipend. Approval to pay lower than the minimum stipend must be received from the Vice Provost for Graduate and Professional Education, but this should be a rare occurrence.

It is up to the program and department to determine their own pay rate for students if the stipend is above the minimum. The Office of Graduate Education does not have a maximum that a GRA/GTA can make. We do encourage consistency in your program/department's pay among GRA, GTA, and GA positions.

GRA and GTA positions pay students monthly. Students will receive payment on the last business day of the month for the work done in any given month. For example, the work the student does in August will be paid on the last business day of the month of August. This cannot be changed. If a student is hired (or terminated) mid-month, their payment amount for that month will be prorated to reflect their time employed. For example, if a student is hired on August 17th, they will only be paid from August 17th to August 31st. The same would apply for those who are terminated at any point in the month, or their termination date is not the first of the following month.

Students can make a payroll deduction for the tuition, fees, and health insurance (if applicable) that they owe on their student account. More information can be found in the Payroll Deduction section of this document.

All Georgia Tech employees are required to use direct deposit to receive their pay (there is no paper check option). To set up or change direct deposit information, student employees should go to the "Direct Deposit" tile in **Employee Self Service** in OneUSG Connect. Students will need to get a U.S. bank

account if they do not already have one. If a student is prohibited from opening a U.S. bank account, or their bank does not provide direct deposit services, they may be eligible to have their pay deposited to a pre-paid bank card. Visit <https://hr.gatech.edu/payroll> to learn more.

If a student does not receive their paycheck, they should contact Payroll. Payroll can confirm whether the student's paycheck was processed. It is also recommended to verify that the student has not been terminated in OneUSG. If the student was terminated incorrectly, the student must be rehired and an off-cycle check must be requested by the student's hiring unit.

Hiring students Outside the Students Home Unit

Students can work in any School/College/Department on campus that they are qualified to work. If a department wants to hire a student outside of their unit, there is some flexibility on how a tuition waiver and stipend is paid. There can be an agreement between the student's home unit and the hiring unit on who pays the tuition waiver and who pays the stipend.

For example, the School of Psychology wants to hire a College of Computing student as a GTA to teach a course. The home unit is normally responsible for entering the waiver and paying the tuition remission and the hiring unit is responsible for the monthly stipend. However, if the home unit wants to pay for the stipend and the tuition remission, that is acceptable. If the hiring unit wants to pay for both the tuition remission and the stipend, that is also acceptable. If the hiring unit wants to pay for the tuition remission and the home unit pays for the stipend, that is also acceptable. The correct grants, funding sources, and/or WorkTags must be charged the tuition remission and the monthly stipend amounts. Normally, the financial staff in the units would assist in figuring out how to set up the tuition remission and stipend amount to charge the correct funding source.

Students who are hired as GRAs, GTAs, or GAs (either monthly or hourly) outside of their home unit should receive an offer letter from the hiring unit **and not the home unit**. Since hiring dates, pay, and other hiring information can vary by hiring units, it is required that the **hiring unit** send the student an offer letter. **Hiring units** should also send out offer letters to students who are being admitted to another program, regardless of term or program.

If a non-academic unit is hiring a student, they must get approval from the Vice Provost of Graduate and Postdoctoral Education. [GRA](#) and [GTA](#) DocuSign forms have been created for the approval process. These forms should be submitted no later than two weeks prior to the end of registration for any given semester. If approval is granted, an email will be sent to the hiring unit and the home unit. The home unit is included to enter the tuition waiver into banner. Any additional people may be added to the approval email if they need to be included for administrative purposes. A denial email will be sent to the hiring manager to address any issues with the GRA or GTA request. Georgia Tech Professional Education (GTPE) and the Library are exempt from having to use the forms mentioned above and have a blanket approval on hiring GRA or GTA employees.

GTRI Hires

Students that are hired by GTRI should use the [GRA](#) and [GTA](#) DocuSign forms. This will require approval from the Vice Provost of Graduate and Postdoctoral Education. These forms should be submitted no later than two weeks prior to the end of registration for any given semester. If the approval is granted, an email will be sent to the hiring manager in GTRI, the HR lead in GTRI, and the home unit. The home unit is included to enter the tuition waiver into banner. Any additional people may be added to the

approval email if they need to be included for administrative purposes. A denial email will be sent to the hiring manager to address any issues with the GRA or GTA request.

Offer Letters

Information about offer letters can be found [here](#).

Offer letters must be provided to students every semester. The offer letter must be sent to the student, and noreply-gradhiring-repository@gatech.edu must be BCC'd so Graduate Education can keep the letters on file for five years.

GRA/GTA Employment Documentation

All GRA/GTA positions must receive initial employment documentation. This documentation must also be sent to Graduate Education at noreply-gradhiring-repository@gatech.edu. It may be sent in a variety of ways, such as by BCC on the original documentation or in a separate email. Any change to employment, including but not limited to stipend changes, position changes (GTA to GTA or GTA to GRA), and job duties, must be documented and sent to both the student and the email address above **no later than** two weeks after the student's start date. When sending the GTID, redact the first two numbers from the GTID (for example, XX1234567).

More information about the GRA/GTA Employment Documentation can be found [here](#) under the header **GRA/GTA Employment Documentation**.

Payroll Deductions

Information about this can be found in the Student Employee Hiring Guide, found [here](#).

Please note that there is a limit to the amount that payroll deduction can take from a student's paycheck. Some students will have housing, meal plans, and some other expenses on their student account and will want to spread that out over multiple paychecks. If the students hit their payroll deduction limit, they can contact the Office of Scholarships and Financial Aid for a short-term loan at 404-385-4160 for more information. They can also do a [Dean Griffin Hip Pocket Fund](#) to get up to \$1,000 as a loan and have up to 14 weeks to pay back the loan.

Student Employment Website

The Office of Human Resources has an employment website, found [here](#), for Student Employers which has very useful information! On this website, you can find a glossary of terms, Student Employment Policy, Student Job Codes, Student Employment Timelines, Student Employee Checklists, Equifax examples, FAQs, and more information as well! The Appendix will have some of this information for quick reference.

There is also a Student Employee Resources webpage, found [here](#), that is useful to students as well! This is something you could send to your students as a resource if they have any questions about their student employment.

Tuition Waivers

All GRA and GTA positions include a tuition waiver. Tuition waivers are not optional for GRA and GTA positions and are part of those appointments. The tuition waiver must be entered into Banner to appear on a student's account. Tuition waivers can be used for in-state, out-of-state, and out-of-country

students. Programs and departments **do not** need to submit a request for an out-of-state tuition waiver (OOSW) for GRA and GTA positions. Please note that it takes 24 hours for a tuition waiver to process in Banner. It also takes 24 hours for a tuition waiver to be removed after it is deleted.

Students should **not** receive both a GRA and a GTA waiver. This can cause the student to receive a refund for the waivers and create issues with the student's account. Tuition waivers for upcoming terms can be entered once registration opens for the next term(s). Financial Aid and the Bursar's Office will inform the Office of Graduate Education if both a GRA and a GTA waiver are on a student's account, or if both an in-state and out-of-state waiver are applied to the student's account, and one of the waivers will be removed. If the student receives a refund in error, the student must return the money to GT.

If an in-state student has an out-of-state GRA/GTA waiver applied to their account, or an out-of-state student has an in-state waiver applied to their account, the tuition waiver **will not** be applied to the account. Banner detects that the student's residency status does not match the waiver and will not apply the waiver. This prevents an in-state student from receiving both an out-of-state and in-state waiver, which would result in an incorrect refund of several thousand dollars. Banner cannot switch waivers automatically. Programs and departments must ensure that the appropriate waiver is applied to the student's account.

Please note that if the student's residency changes at any point after a tuition waiver has been applied, Banner will remove the student's tuition waiver from the student's account because the student would then be receiving the wrong tuition waiver. Please check with your student(s) to make sure they are not in the process of changing their waivers. If they are, please work with the student and the Bursar's Office to make sure that the correct waivers are applied when a change is made in the student's residency.

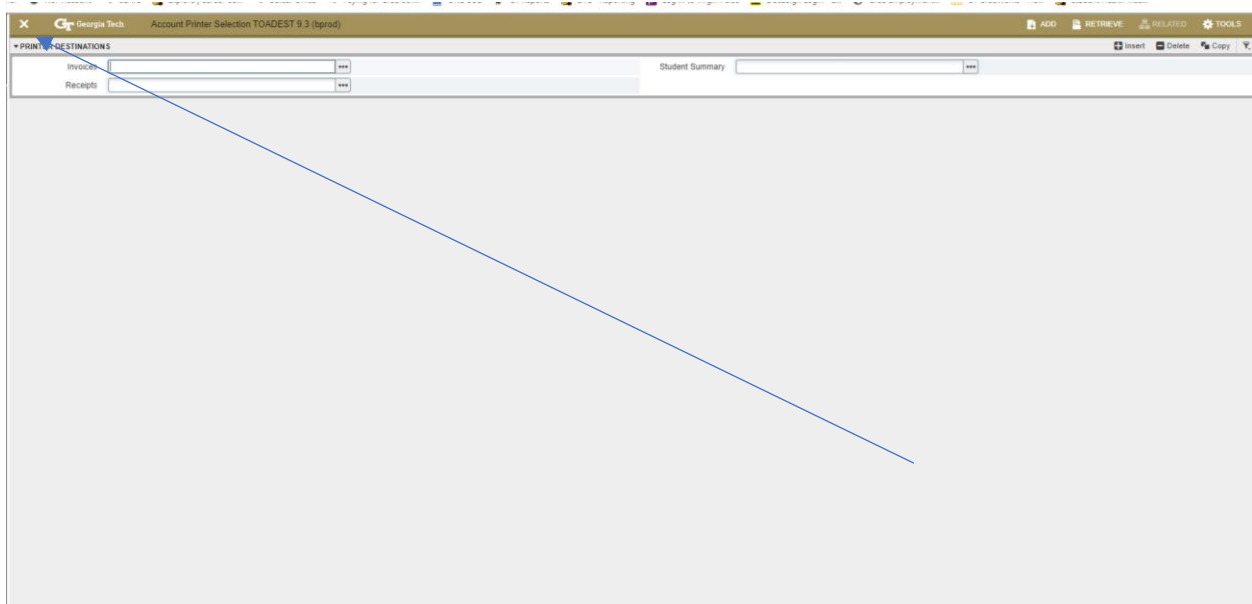
To determine if a student needs an In State, Out of State, or Out of Country waiver, you can go to SGASTDN in Banner. Once on that screen, you can put in the GTID and then click 'Go' to move to the next screen. This will allow you to see which Waiver Code you can put into banner for the waiver. You should see the information below and see what type of Residence they are:

The screenshot shows the Banner system interface for Georgia Tech. The top bar indicates the system is 'General Student SGASTDN 9.3.26 (bprod)'. The 'GENERAL LEARNER' section is expanded, displaying various student information fields. A blue arrow points from the 'Residence' field (N - Out-of-State Resident*) to the 'Citizenship' field (C - US Citizen*).

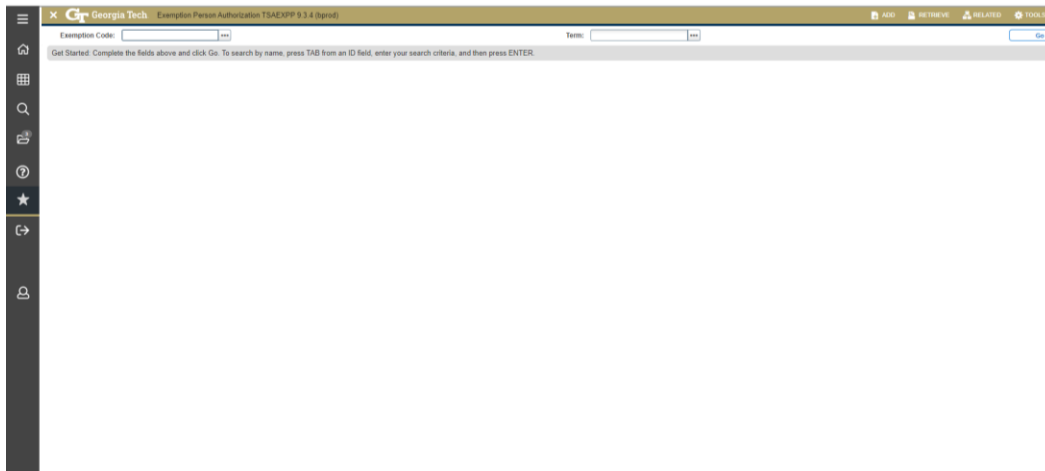
Field	Value
From Term	202102
To Term	999999
New Term	202102
Spring 2021	
Student Status	AS - Active/Eligible to Register
Student Type	C - Continuing/Previously enrolled
Residence	N - Out-of-State Resident*
Fee Assessment Rate	
Class	DR - Ph.D.
Site	
Session	
Block	
Citizenship	C - US Citizen*

Entering Waivers into Banner

You can go into Banner and go to the screen TSAEXPP. You may encounter the screen below. Click the X on the top left to clear this screen:



Once you do that, you should see the screen below:



For the exemption code, you should use one of the following:

- 1 = GRA who is an out-of-state student
- 2 = GRA who is an in-state student
- 3 = GTA who is an out-of-state student
- 4 = GTA who is an in-state student
- 101 = GRA who is an out-of-country student
- 102 = GTA who is an out-of-country student
- 25 = Military Waiver

The term should be the term you would like to enter the waiver. You will then click “Go” once you have entered both the exemption code and the term. You will see a screen showing a list of students with that exemption code. On top right, click “Insert” or click F6 on your keyboard. Enter student’s GTID. If you have multiple students, you can insert again or click F6– enter the next student’s GTID until you have finished entering all your students. When finished, click “SAVE” at the bottom right or click F10 on your keyboard.

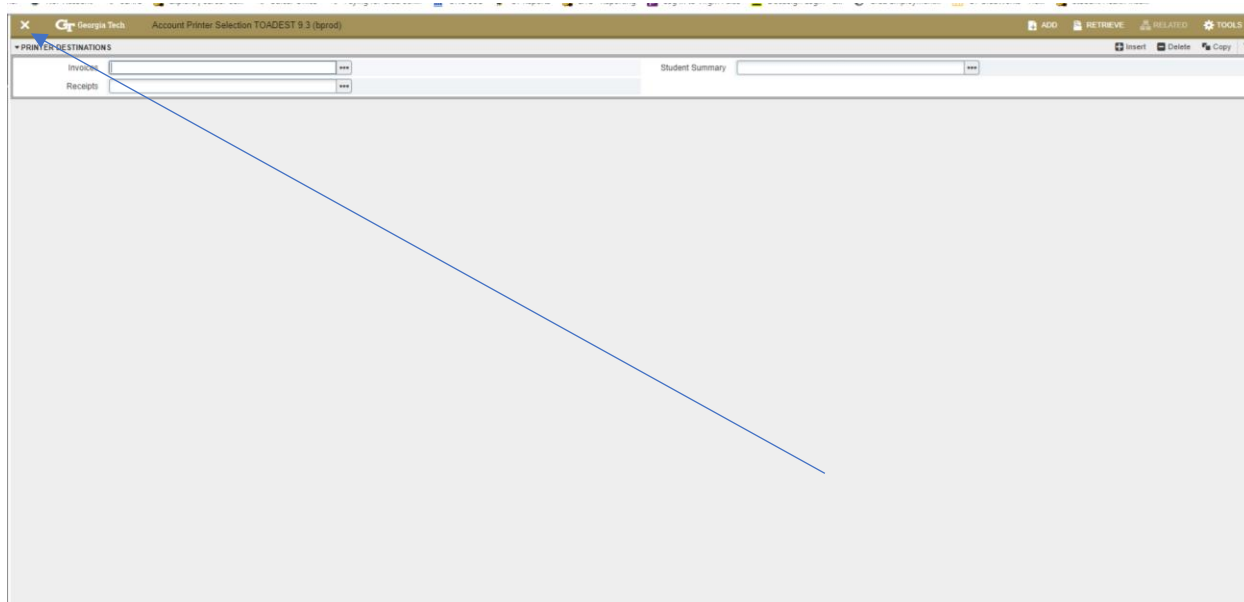
Banner will refresh itself overnight and will post the tuition waiver the next day on the student’s account. It is encouraged to enter the waiver as early as possible for your students. The Bursar’s Office may contact you and request you make a change if a tuition waiver is entered incorrectly.

Waiver Amounts

Tuition waivers for in-state students will remove \$7,183 from the student’s tuition, until there is an increase in tuition. Tuition waivers for out-of-state students will remove \$8,091 for the out-of-state tuition and \$7,183 for the in-state tuition for the student, until there is an increase in tuition, or the tuition differential changes these amounts. Tuition waivers for out-of-country students will remove \$7,183 for in state tuition, \$8,091 for out-of-state tuition, and \$291 for the Out-of-Country tuition. The amount the student will pay is in the ‘What Students Pay’ section and you can see the Graduate Assistantship Rates in the ‘What Students Pay’ section as well. These amounts are dependent on normal tuition rates and are based on the current tuition rates. Any changes in these tuition rates will change the waiver amounts. These amounts are for all students receiving a tuition waiver, including those programs that have a tuition differential.

Seeing Waivers on Students Accounts

To see which waiver(s) a student has on their student account, go to TSIAUTH in Banner. You will need the student’s GTID. On the Banner home screen, enter TSIAUTH. You may see the following screen. If you do, click the X in the top left corner:



Then, you should see the following screen. You can enter a student's GTID and click Go:

Once you do that, you will see all the waivers that the student has ever had, as seen below:

Term	Exemption Code	Delete
202305		Delete
202305		
202302		
202302		
202302		
202208		
202208		
202208	D	
202205		
202205		
202202		
202202		
202202		
202108		
202108		
202108		
202108	D	
202105		
202105		
202105		

Removing a Waiver from Banner

Open Banner and go to TSAEXPP. Enter the appropriate exemption code and term. Click “Go” to see the list of students who have a waiver. You can filter by just your student. To do this, click the filter button

Term	Exemption Code	Delete
202305		Delete
202305		
202302		
202302		
202302		
202208		
202208		
202208	D	
202205		
202205		
202202		
202202		
202202		
202108		
202108		
202108		
202108	D	
202105		
202105		
202105		

on the top right-hand side of the screen as seen below:

Exemption Person Authorization TSAEXPP 9.3.4 (bprod)							ADD	RETRIEVE	RELATED	TOOLS	
Exemption Code: 1 Term: 202302 Spring 2023							Start Over				
EXEMPTION PERSON AUTHORIZATION							Settings	Insert	Delete	Copy	Filter
Delete	Student ID	Name	Roll	Expiration Term	Priority *	Maximum Amount					
D	900305675	Brent Karl Wagner	☐			1					
D	900433366	Eric Caleb Black	☐			1					
	901323902	Natasha Denise Reed	☐			2					
	901561937	Hyungu Choi	☐			1					
	901751758	Mengnan Wu	☐			1					
	902047049	Keeya Madani	☐			1					
	902146800	Andrew Miles Hornback	☐			1					
	902173738	William Alexander Calhoun	☐			1					
D	902184922	Mohammad Nikousefat	☐			1					
	902206245	Nicole Ann-Marie Robertson	☐			1					
	902211536	Patrick Benjamin Ledwig	☐			1					
	902211714	Qiusi Li	☐			1					
	902250522	Chidinma C Imediegwu	☐			1					
D	902295024	Andrew Ian Burrell	☐			1					
D	902299703	Julie A Kraus	☐			1					
	902331126	Benjamin Chaim Hurvitz	☐			1					
	902352448	Tong Yu	☐			1					
	902361641	Richard Comlan Coco Agbeyibor	☐			1					
	902363813	Adam Peter Generale	☐			1					
	902410806	Azell Francis	☐			1					
1 of 159							20 Per Page		Record 1 of 3171		

You should now see the screen below. It is easiest to get the GTID of your student to make the process faster. You can enter the GTID in the “Student ID” box and click “Go” to find your student:

Once you find your student, click the box to the left of the GTID. Put a “D” in the box and click “Save” to save the deletion of the waiver. This will remove the waiver overnight when Banner refreshes.

Exemption Person Authorization TSAEXPP 9.3.4 (hprod)

Active filters: Student ID: 900305675 Roll: unchecked Clear All

Delete	Student ID	Name	Roll	Expiration Term	Priority *	Maximum Amount
D					1	

1 of 159 20 Per Page Record 1 of 3171

Activity Date: 01/18/2023 12:00:00 AM SAVE

Adding a Waiver back to a Students Account once the Waiver has been Deleted

If you have deleted a student’s tuition waiver, but need to add it back, you can do this action in TSAEXPP. Once you are in TSAEXPP, put in the exemption code and term you deleted the waiver for the student. Once you do, click Go. Once the screen loads, you can click the filter button to search and filter for your student. Once you find your student, you can click in the box to the left of the students GTID where you see the ‘D’. You can then click in the box with the ‘D’, delete the ‘D’, and then click F10 to save, or you can click Start Over at the top and it will ask you if you want to save your changes and you will need to click ‘Yes’ to save the changes. This will then add the student’s waiver back to their account overnight when Banner refreshes.

Tuition Remission

Tuition remission is usually charged to grants or other funding sources within programs and departments. Tuition remission is the difference between what the student is charged for tuition and what tuition is normally charged to someone without a tuition waiver; it applies only to in-state tuition. Departments are not charged for out-of-state tuition. A fringe amount of 5.7% is also charged for each student. This can be charged to a grant or to the program’s budget. The rate charged is the standard

Master's and Ph.D. Candidate rate on the Tuition and Fees page of the Bursar's website minus \$25. More information on tuition remission can be found [here](#).

Normally, a financial staff member in the program or department will know how much will be charged to each grant or budget and which grant or budget should be charged. They also handle tuition remission charges for each student in your program or department.

Below is a breakdown of how tuition remission is charged:

- A GRA or GTA that is funded by sponsored funds: tuition remission is paid from that account.
- a GRA or GTA that is funded through GT Foundation funds: the tuition remission is charged to the Foundation account.
- A GRA or GTA that is funded through state/departmental funds: no tuition remission is paid.

If the student is in a differential tuition program, then the base level tuition is waived for the student as stated in the first paragraph of this section, and tuition remission is charged (or not) using the rules above.

What Students Pay

GRA and GTA students pay \$25 of tuition unless the program has a tuition differential. They also pay health insurance, unless waived, and all student fees. If the student's program has a tuition differential, the student must pay the tuition differential amount. More information can be found in the Tuition Differential section of this manual. To estimate what a student will pay, go to the Tuition and Fee website provided by the Bursar's Office, found [here](#). Click on the most recent or current semester. After the listed tuition and fee rates, you should see a line that says "GRADUATE ASSISTANTSHIP RATES," which you can click to view what the student will pay, as shown below:

Georgia Institute of Technology
Spring 2025 Tuition and Fee Rates per Semester
Spring 2025

	Tuition ¹						Mandatory Student Fees ²	
	In-State (Resident)		Out-of-State (Non-Resident)		Out of Country		<4 Credit Hrs	4+ Credit Hrs
	6 Hrs or Less	More Than 6 Hrs	6 Hrs or Less	More Than 6 Hrs	6 Hrs or Less	More Than 6 Hrs		
UNDERGRADUATE RATES								
Atlanta Campus	\$3,124	\$5,256	\$9,773	\$16,469	\$9,960	\$16,783	\$206	\$773
GT Europe Campus (Excludes Program Charges)	\$3,124	\$5,256	\$9,773	\$16,469	\$9,960	\$16,783	\$107	\$107
GRADUATE RATES - ATLANTA CAMPUS	1-11 Credit Hrs	12 or More Cr Hrs	1-11 Credit Hrs	12 or More Cr Hrs	1-11 Credit Hrs	12 or More Cr Hrs	<4 Credit Hrs	4+ Credit Hrs
Master & PhD Candidates	\$601 /hr	\$7,208	\$1,276 /hr	\$15,299	\$1,300 /hr	\$15,590	\$206	\$773
GRADUATE PROFESSIONAL PROGRAM RATES								
Scheller College of Business								
Master in Business Admin (MBA)	\$1,261 /hr	\$15,123	\$1,783 /hr	\$21,395	\$1,817 /hr	\$21,802	\$206	\$773
Evening Master in Business Admin (EMBA)	\$1,160 /hr	\$1,160 /hr	\$1,625 /hr	\$1,625 /hr	\$1,656 /hr	\$1,656 /hr	\$206	\$773
MS in Quantitative & Computational Finance (MSQCF)	\$751 /hr	\$9,013	\$1,692 /hr	\$20,499	\$1,724 /hr	\$20,676	\$206	\$773
College of Design								
Master of Architecture (MARCH)	\$772 /hr	\$9,253	\$1,450 /hr	\$17,393	\$1,478 /hr	\$17,725	\$206	\$773
MS in Bldg Const/Integrated Fac Mgmt (MSBCFM)	\$634 /hr	\$10,002	\$1,737 /hr	\$20,832	\$1,770 /hr	\$21,229	\$206	\$773
Master of City & Regional Planning (MCRP)	\$723 /hr	\$8,666	\$1,460 /hr	\$16,793	\$1,426 /hr	\$17,113	\$206	\$773
MS in Geographic Information Science & Tech (MSGIST)	\$723 /hr	\$8,666	\$1,460 /hr	\$16,793	\$1,426 /hr	\$17,113	\$206	\$773
Master of Industrial Design (MID)	\$772 /hr	\$9,253	\$1,540 /hr	\$18,484	\$1,570 /hr	\$18,836	\$206	\$773
MS in Music Technology (MSMT)	\$748 /hr	\$8,978	\$1,427 /hr	\$17,113	\$1,454 /hr	\$17,439	\$206	\$773
MS in Urban Design for C&A (MSUD)	\$772 /hr	\$9,253	\$1,450 /hr	\$17,393	\$1,478 /hr	\$17,725	\$206	\$773
College of Computing								
MS in Human-Computer Interaction (MSHCI)	\$687 /hr	\$8,233	\$1,550 /hr	\$18,589	\$1,579 /hr	\$18,943	\$206	\$773
College of Engineering								
MS in Supply Chain Engineering (MSSECE)	\$708 /hr	\$8,490	\$1,658 /hr	\$19,895	\$1,690 /hr	\$20,274	\$206	\$773
MS in Electrical & Computer Engineering (MSECE)	\$794 /hr	\$9,444	\$1,494 /hr	\$17,924	\$1,523 /hr	\$18,265	\$206	\$773
Master of Science in Analytics (MSA)	\$1,247 /hr	\$14,968	\$1,773 /hr	\$21,274	\$1,807 /hr	\$21,679	\$206	\$773
PhD (joint) in Biomedical Eng (BMED)	\$776 /hr	\$9,300	\$1,939 /hr	\$23,268	\$1,976 /hr	\$23,711	\$206	\$773
MS in Biomedical Innovation & Development (MBID)	\$1,064 /hr	\$12,764	\$1,749 /hr	\$20,991	\$1,783 /hr	\$21,360	\$206	\$773
College of Sciences								
MS in Robotics (MSRORO)	\$686 /hr	\$8,229	\$1,549 /hr	\$18,585	\$1,578 /hr	\$18,939	\$206	\$773
MS in Bioinformatics (MSBINF)	\$706 /hr	\$8,465	\$1,605 /hr	\$19,262	\$1,636 /hr	\$19,629	\$206	\$773
GRADUATE ASSISTANTSHIP RATES								
	Per BOR policy, GRA/GTA's pay a minimum of \$25 tuition plus mandatory fees (click on link to left for detail rates by program)							
STUDY ABROAD RATES	6 Hrs or Less	More Than 6 Hrs	6 Hrs or Less	More Than 6 Hrs	6 Hrs or Less	More Than 6 Hrs	<4 Credit Hrs	4+ Credit Hrs
Study Abroad - Undergraduate (Excludes Program Charges)	\$3,124.00	\$5,256	\$9,773.00	\$16,469 *	\$9,960	\$16,783	\$107	\$107
Study Abroad - Graduate (Excludes Program Charges)	\$3,124.00	\$5,256	\$9,773.00	\$16,469 *	\$9,960	\$16,783	\$107	\$107
Study Abroad - Graduate (Excludes Program Charges)	\$601.00 /hr	\$7,208	\$1,276.00 /hr	\$15,299.00 *	\$1,300 /hr	\$15,590	\$107	\$107
Study Abroad - Graduate (Excludes Program Charges)	\$601.00 /hr	\$7,208	\$1,276.00 /hr	\$15,299.00 *	\$1,300 /hr	\$15,590	\$107	\$107
	* Out-of-state waiver will apply. Students will pay in-state rate. Out-of-country waiver will apply. Students will pay in-state rate.							
SPECIALTY GRADUATE PROGRAMS	Per Credit Hour Rate		Per Credit Hour Rate				<4 Credit Hrs	4+ Credit Hrs
OTPE and Professional Masters Programs	Click on link to the left for rates.		Click on link to the left for rates.				\$107	\$440
SPECIALTY GRADUATE PROGRAMS	Per Credit Hour Rate		Per Credit Hour Rate					1+
Master of Science in Analytics (MSA)	\$297 /hr		\$297 /hr					\$107
Master of Science in Computer Science (OMSCS)	\$195 /hr		\$195 /hr					\$107
Master of Science in Cybersecurity (OMSCSEC)	\$335 /hr		\$335 /hr					\$107
Graduate Certificate Program	1-11 Credit Hrs	12 or More Cr Hrs	1-11 Credit Hrs	12 or More Cr Hrs	1-11 Credit Hrs	12 or More Credit Hrs	<4 Credit Hrs	4+ Credit Hrs
Graduate Certificate Program	\$601 /hr	\$7,208	\$1,276 /hr	\$15,299	\$1,300 /hr	\$15,590	\$107	\$440
EXECUTIVE EDUCATION PROGRAMS (Semester/Residence Cost)	Cost Per Term		Cost Per Term					
Executive MBA Program (MBA/MOT & MBA/GB)	\$21,140.75		\$21,140.75					

In-State (Resident)/Out-of-State (Non-Resident)/Out-of-Country Classification

At the time of admission to Georgia Institute of Technology a student will be classified as either a resident, non-resident of the State of Georgia, or out of country for determining the amount of tuition a student will be assessed. A student will either be assessed the resident (in-state), non-resident (out-of-state), or out-of-country tuition rate listed above based on this determination. Policies and Procedures for determining the classification of residency status are set forth by the Board of Regents of the University System of Georgia. Continuing Students, please continue to review your Student Profile in Oscar for your classification as we implement out of country changes.

An example can be found [here](#) from Fall 2025 and below. Please note that this can change if tuition is increased or decreased:

Georgia Institute of Technology

Spring 2026 Tuition and Fee Rates per Semester
Spring 2026

Graduate Assistantship Tuition and Fees

Full-time Students (12 or more hours)

	Per Semester In-State (resident)	Per Semester Out-of-State (non-resident)	Per Semester Out-of-Country
Regular Master & PhD Graduate Programs (Incl. BMED)	\$ 25	\$ 25	\$ 25
Mandatory Student Fees	\$ 748	\$ 748	\$ 748
Total	\$ 773	\$ 773	\$ 773
Professional Graduate Programs-			
Scheller College of Business-			
Master in Business Administration (MBA)*	\$ 6,243	\$ 6,243	\$ 6,423
Master in Business Administration (Dual Degree)	\$ 7,940	\$ 7,940	\$ 6,423
MS in Quantitative & Computational Finance (MSQCF)	\$ 1,830	\$ 5,115	\$ 5,263
College of Design-			
Master of Architecture (MARCH)	\$ 2,070	\$ 2,161	\$ 2,224
MS in Bldg Const/Integrated Fac Mgmt (MSBCFM)	\$ 2,819	\$ 5,669	\$ 5,833
Master of City & Regional Planning (MCRP)	\$ 1,483	\$ 1,549	\$ 1,593
MS in Geographic Information Science & Technology (MSGIST)	\$ 1,483	\$ 1,549	\$ 1,593
Master of Industrial Design (MID)	\$ 2,070	\$ 3,274	\$ 3,368
MS in Music Technology (MSMT)	\$ 1,795	\$ 1,875	\$ 1,929
MS in Urban Design for CoA (MSUD)	\$ 2,070	\$ 2,161	\$ 2,224
College of Computing-			
MS in Human-Computer Interaction (MSHCI)	\$ 1,050	\$ 3,381	\$ 3,478
College of Engineering-			
MS in Supply Chain Engineering (MSSCE)	\$ 1,307	\$ 4,713	\$ 4,849
MS in Electrical & Computer Engineering (MSECE)	\$ 25	\$ 25	\$ 25
Master Of Science in Analytics (MSANLT)	\$ 7,785	\$ 7,785	\$ 7,785
PhD (joint) in Biomedical Engineering (BMED)	\$ 25	\$ 25	\$ 25
College of Sciences-			
MS in Bioinformatics (MSBINF)	\$ 1,282	\$ 4,067	\$ 4,185
MS in Robotics (MSROBO)	\$ 1,046	\$ 3,377	\$ 3,474
Mandatory Student Fees (add to Professional Graduate rates above for total Tuition and Fees)	\$ 748	\$ 748	\$ 748
	Fall Term	Spr/Sum Term	Summer Start
GRA/GTA Mandatory Insurance Plan Rates	\$ 193.45	\$ 268.01	\$ 116.52

International Student Fee (Required of all degree-seeking students holding an F or J Visa in each term of enrollment)

International Student Fee (ISF) \$100
For more information regarding the ISF Fee, please visit: [International Student Fee](#)

*The resident rate of \$6,243 is applicable to MBA Graduate Assistants working within the College of Business. The resident and non-resident rate for MBA students with assistantships working for a unit outside of the College of Business is \$7,940.

In-State/Out of State Classification

At the time of admission to Georgia Institute of Technology a student will be classified as either a resident , non-resident of the State of Georgia, or out of country for determining the amount of tuition a student will be assessed. A student will either be assessed the resident (in-state), non-resident (out-of-state), or out-of country tuition rate listed above based on this determination. Policies and Procedures for determining the classification of residency status are set forth by the Board of Regents of the University System of Georgia. Continuing Students, please continue to review your Student Profile in Oscar for your classification as we implement out of country changes.

All tuition charges, fees, board, room rent, or other charges are subject to change at the end of any academic term

The amounts above show how much the student will be charged for tuition by program, the amount of fees per term, and the GRA/GTA Mandatory Insurance Plan Rates. This will allow everyone to see how much the student will be charged for tuition, fees, and health insurance. If a student gets GT housing, meal plan, parking pass, or any other charge, it will also show on their student account.

Standard Amounts for Tuition Waivers

The standard tuition waiver amounts are based on the Master's and Ph.D. Candidate in-state rate minus \$25 on the Tuition Cost by Semester page under the Master's and Ph.D. Candidate line. The tuition waiver also waives the full, or most, out-of-state amount; however, programs and departments are not charged tuition remission for out-of-state charges. Please see the Tuition Differential section if your program charges a tuition differential, also known as a higher tuition rate. As of Fall 2025, the GRA/GTA tuition waiver amounts are as follows:

- In State = \$7,183
- Out of State = \$15,580
- Out of Country = \$16,033

Banner will remove multiple amounts if the student is an Out of State and Out of Country, which is fine. You will see one amount removing the Out of State/Country amount and then another amount removing the In State Rate minus the \$25 charge students pay.

Tuition Differential

Tuition differential refers to the amount of tuition charged by a program above the standard amount, also identified as "Specialty Programs" on the Tuition Costs by Semester page of the Bursar's Office website. If a student is in a program that charges a tuition differential, the student is responsible for the difference between the standard tuition waiver amount and the tuition differential after the tuition waiver is applied to their student account.

For example, if an in-state graduate student registers for 12 or more hours and the standard rate of in-state tuition is \$7,025, then the tuition waiver will remove \$7,000 from the student's account. However, the student's program charges \$9,000 for in-state tuition for 12 hours or more. The tuition waiver will remove \$7,000 from the student's account, and the student will owe \$2,000 plus fees and health insurance (if the student needs health insurance). The student may be at risk of being dropped for nonpayment through the Bursar's Office if they don't pay the tuition differential rate and don't sign up for the payroll deduction.

The program or department can pay for the difference of tuition, but it is not required. The program or department can contact the Academic Coordinator for Graduate Hiring for more information on how the program or department can pay for the students' remaining tuition.

Half Waiver

A student can receive a half waiver if the program is hiring the student at half of the full assistantship in the same program. This can only be used with **state funds**, as stated [here](#). The student is still responsible for any tuition differentials. Students **should not** be placed on this because the department does not want to pay all of the tuition remission.

To enter a half waiver, go into Banner and proceed as though you are entering a full waiver. On the far right of the row where you enter the student's GTID number, there is a column labeled "Maximum Amount." Enter the maximum waiver amount you want applied to the student's account. For example, if you want only \$3,750 removed from the student's account, enter 3750 under Maximum Amount when you enter the student's GTID, then click Save. This will apply only a half waiver for the student.

Off-Cycle Checks

Students who are hired after the monthly payroll deadline may be eligible for an off-cycle check. The hiring program or department will request an off-cycle payment through the Administrative Services Center (ASC) on the student's behalf. ASC can confirm when the student will be paid. More information is available [here](#).

Short Work Break

You can put your students on a Short Work Break (SWB) in OneUSG Connect. This will allow you to pause their pay while they are not working at Tech. You can also take them off SWB in OneUSG Connect so they can start working for you again. This allows you to not have to terminate a student's position and then rehire them in OneUSG Connect. While the student is on SWB, their hiring record will remain the same as it was before going on SWB.

SWB is not for those who will be working in another position on campus as a GRA, GTA, GA, or student assistant. If a student is going to work for another program or department and does not work for you, the program or department will need to terminate the student and then rehire the student if your program or department will be rehiring the student. A SWB is not needed if you transfer a student to a new position. If the student is transferring to a new position, an Intra-Institutional Transfer request must be submitted via Manager Self Service (MSS). The student cannot work while they are in a SWB for any position on campus.

You can go [here](#) to see how you can put someone on SWB.

Travel

There are several options available to Graduate Students that can help reduce or eliminate the amount that students have to pay for travel out of pocket. Those options are:

- Eligible travelers may utilize [GTRC travel advances](#) to obtain funds before travel occurs.
- Airfare can be direct billed through the Institute's contracted travel agency, eliminating the need for travelers to personally purchase airline tickets.
- Conference registration fees can often be paid in advance by departments using a P-Card or through the Supplier Invoice Request (SIR) process.
- Departments may also have options to coordinate other travel-related expenses in advance, depending on the circumstances.

Teaching Assistant Training and Development

In accordance with the Board of Regents' policy on graduate teaching/laboratory assistants, each college or department that uses graduate or undergraduate TAs must develop procedures to:

1. provide appropriate training to support and enhance these assistants' teaching effectiveness;
2. conduct regular assessments, based on written procedures and including results of student and faculty evaluations, of each assistant's teaching effectiveness and performance;
3. assess competency in English and, if needed, provide training in English language proficiency.

The Center for Teaching and Learning (CTL) offers two initiatives to help schools prepare their GTAs and UTAs.

- First, the **GT TA Training Canvas** course satisfies the minimum BOR training requirements mentioned in item one above. These interactive, asynchronous modules cover academic policies (e.g., FERPA, Disability Services, Academic Integrity) and effective student support techniques (e.g., communication, grading, inclusive teaching). To complement the Canvas material, CTL offers **TA Development Academy**, a half-day, in-person conference held the Friday before fall semester classes begin. Participants in this optional program led by experienced GTAs are eligible to earn the TA Development badge by reflecting on how to apply evidence-based teaching and learning strategies to support student learning.
- Second, **CETL 2000/8000 Teaching Assistant Preparation** is a one-credit, pass/fail course that covers academic policies and effective teaching skills. While CTL coordinates the course content and on-boards new instructors, schools provide the faculty or graduate student instructor. This course can be offered over a partial or full semester and can be tailored to discipline-specific TA roles.

CTL's International TA Program (ITA) conducts a spoken English language screening for new international TAs whose TOEFL speaking scores are below 26. Based on the outcome of the assessment, graduate students may be referred for enrollment in the ITA program to support English language proficiency, teaching skills, and cultural adaptation to the U.S./American classroom. The ITA program includes a course (CETL 8801 International TA Preparation), workshops, and individual consultation.

Regulations about Graduate Student Instructors (GSI)

Graduate students may be assigned to teach as instructor of record if they have earned a master's degree or 18 hours of credit in the academic discipline. Each college or unit that assigns a graduate student to teach as the instructor of record must maintain documentation of the graduate student's credentials. Graduate student instructors of record must be directly supervised by a faculty member experienced in the discipline of the course.

Schools that regularly employ GSIs are encouraged to become CTL partners and refer their potential GSIs to enroll in the Tech to Teaching certificate program for future faculty. The **Tech to Teaching program** requires the completion of 10 learning outcomes at the foundation level (usually one to two semesters of effort) prior to enrolling in the mentored teaching capstone, a weekly seminar that accompanies their teaching experience. For GSIs not participating in Tech to Teaching, schools are encouraged to offer a weekly or biweekly discussion group or to refer GSIs to participate in CTL's GSI Teaching Seminar (when offered).

Contact

www.ctl.gatech.edu

Kate Williams, kate.williams@gatech.edu,
Assistant Director for TA and Future Faculty Initiatives

Sarah Kegley, sarah.kegley@gatech.edu,
International TA Program Manager

GRA/GTA positions while doing an internship

Students may hold a GRA/GTA position while completing a part-time internship. However, the student must receive approval from their program, the Academic Coordinator for Graduate Hiring, and Career Services. The internship must be essential to the student's thesis or dissertation. The student must work under one of the following arrangements:

- 13 hours as a GRA/GTA and 7 hours at an internship
- 14 hours as a GRA/GTA and 6 hours at an internship

Students must get approval from the Career Center to be a GRA/GTA along with an internship. Students must be either a PhD student or a Thesis-Based Master's student. Questions about this process can be emailed to Ariel Gladley (ariel.gladney@gatech.edu) in the GT Career Center.

Students who hold a GRA/GTA position cannot also complete a full-time internship. Students should do one or the other.

Students may complete a lower-hour internship while holding a GRA/GTA position. For students completing both an internship and a GRA/GTA position, the GRA/GTA stipend must be at or above the Institute minimum, and the student's FTE must be at least 0.33 but no higher than 0.50. There are no exceptions to this rule.

GRA/GTA doing work with another institution

Georgia Tech graduate students who will be funded as GRAs at Georgia Tech but will be conducting their research in a different laboratory of the sponsoring university should follow the process below.

Georgia Tech's [Office of Sponsored Programs \(OSP\)](#) submits a proposal to the sponsoring university for an award to the Georgia Tech Research Corporation. The student's advisor is the PI of the award, with the student's name included in the proposal title. In rare cases where the student's advisor is not at Georgia Tech, the student may be listed as the PI.

The acceptance of any funding is contingent upon the successful review and negotiation of award terms and conditions that are acceptable to Georgia Tech. These terms and conditions may include, but are not limited to, intellectual property rights and ownership, data management and ownership, publication rights, confidentiality, and any other terms deemed necessary by Georgia Tech to ensure compliance with applicable laws, regulations and policies.

The proposal budget must contain the following components:

- [GRA stipend](#) adherent to Georgia Tech policy and academic program guidelines.
- [Graduate Student Tuition Remission](#).
- [Graduate student fringe](#) benefits.
- [Facilities & Administration \(F&A\)](#) If the student will be primarily working in the laboratory of the sponsoring university on a federally funded project, F&A may be calculated using the [off-campus overhead rate](#), and applied to modified total direct costs (stipend and fringe, but not tuition). If the student will be primarily working at Georgia Tech, [the on-campus overhead rate](#) should be

used (i.e., a standard contract). If the project is funded by an industry, non-profit or foreign sponsor, [the](#) uncapped research rate applies.

- F&A will only be waived if state funds, or internal university funds are used; waivers on state funds are automatic but the EVPR's office must approve waivers on any internal funds.
- Tuition will only be waived if state funds are used. **No other sources of funds (foundation funds, donations, non-state internal funds) will receive a waiver.**
- **The budget may not contain any other components (e.g. travel, materials and supplies).**

If the student is performing human subject or animal research or recombinant DNA research, they should have approval of the IRB, IACUC or IBC of the university where the work is performed. In addition, the approved protocol (entire protocol and approval letter, showing named personnel, training record) should be submitted to the Georgia Tech IRB, IACUC or IBC. In cases where Georgia Tech has cross-institutional IRB or IACUC agreements (e.g., Emory University) these will be approved promptly in accordance with the interinstitutional agreement. In the absence of such an agreement, Georgia Tech is required to also review and approve the proposed activities

If a GRA or GTA is doing work at another institution that may interfere with their work at GT, it is encouraged to talk to Legal (found [here](#)) for any precautions.

- [F&A rates](#)
- [Fringe Benefit rates](#)

Hiring Graduate students from other institutions

If you are hiring a student from another USG institution or another higher education institution, the student must be hired as a Student Assistant through Human Resources. This position does not include a tuition waiver and is paid biweekly. There is no maximum amount you can pay, but the student must be paid at least the current federal minimum wage.

Students from other countries coming to work at GT

A student from another country who is not studying at GT may be able to come to GT to conduct research as a visiting student. These students typically come to GT as student interns to conduct research. Information about sponsoring a student intern visit is available [here](#) under the J Scholar/J Student Intern DS-2019 request button. For additional questions, contact [International Student and Scholar Services](#) within OIE.

Concurrent GRA/GTA hires

If you are hiring a student as a GRA and a GTA for any given term(s), the student can be hired into **either the GTA or the GRA, but not both**. The program/department can hire them as a GRA or GTA to award the tuition waiver and then hire the student as a GA Monthly for their other position. This will allow the student to be paid the two different stipend amounts and receive a tuition waiver. The maximum 50% FTE rate still applies to both positions.

Students must be hired at least 33% FTE for the GRA/GTA position and up to 17% FTE for the GA position. This allows students to be hired in both positions in HR. The student can be hired in any combination as long as the GRA/GTA position is at least 33% FTE. For example, a student can work 15 hours (37.5% FTE) as a GTA and 5 hours (12.5% FTE) as a GA-Monthly.

Students must be paid the Institute Minimum for the GRA/GTA position. The GA position can be paid any monthly rate. The Monthly Stipend and GA pay **cannot** be combined to make the institute minimum.

Students who don't pay their tuition/fees/Dropped for Non-Payment

If a student has an outstanding balance on their account because a tuition waiver was not received in time or the student did not enroll in payroll deduction, the student may be dropped for non-payment. Students will be notified by email that they have been dropped from courses due to non-payment. Appeals can be submitted through a [Bursar Appeal Form](#) or by going [here](#) and locating the appeal form on the Bursar's website. A \$200 reinstatement fee will be charged to the student's account, and the account balance must be paid immediately or through payroll deduction to avoid re-cancellation. If the student was not at fault for being dropped for non-payment, email ask.bursar@business.gatech.edu to ask about waiving the reinstatement fee.

Graduating

If you currently have a GRA/GTA who will graduate in the next term, regardless of whether the term is fall, spring, or summer, and the student will complete their requirements before the end of the semester and will not register for 12 or more hours, you must transfer the student to an hourly GA or Student Assistant position. The student must pay tuition and fees for the hours for which they are registered.

Students 62 and older

Students who are 62 and older do not have to pay tuition and fees. They receive the 62+ Exemption Waiver. The Registrar's Office can provide the waiver, and students can find more information [here](#).

Students cannot receive the 62+ Exemption Waiver and a GRA/GTA waiver at the same time. The student can receive only one waiver. The student and department should determine which waiver benefits the student most. If the student needs health insurance, they can use the GRA/GTA waiver and be hired as a GRA/GTA. However, if the student does not need health insurance, they can use the 62+ Exemption Waiver and be hired as an hourly GA. In these circumstances, the hourly GA can still perform the same duties as a GRA/GTA.

GRA/GTA leaves/quits during a term

If a GRA/GTA leaves during any part of the term due to withdrawing, completing their degree, leaving campus permanently, or due to medical concerns, the tuition waiver for the student must remain in place. The hiring unit must terminate the student in OneUSG for the last day that the student worked for the term.

If the student leaves the hiring unit for reasons other than stated above, the tuition waiver must be removed and the student must pay the full semester of tuition. More information can be found [here](#) under section 5.2 Timing of Waivers.

Supplemental Pay

A one-time supplemental payment request (pay type: Student Temp Assignment) is allowed for student employees who perform a task or work on a project outside the scope of their role and that can be requested in MSS. The hiring unit can submit a supplemental payment request for GRAs and GTAs who have been hired at the maximum FTE and asked to be graders, and the amount should be a lump sum that covers their efforts (there is no need to upload hours/timesheet). This is only allowed for those who are at the max FTE of 50% FTE. This is also only allowed for GRA/GTA positions and not hourly GA's.

Resident Assistants

Students hired as Resident Assistants (RAs) **cannot** be hired as GRAs, GTAs, or GAs. Students can be hired only as RAs and not in any other type of student employment. Questions about this policy should be directed to Housing and Residence Life. No exceptions can be made to this policy.

Special Non Degree Student

Special non-degree students are eligible to be hired as GRAs, GTAs, or GAs. The tuition waiver for these students will follow the normal tuition waiver amounts. You can hire them through ASC and Human Resources using the standard process.

Working Outside the US

If a student is working outside the U.S. for any reason, they must work with Global HR regarding tax implications, found [here](#). The Office of Graduate Education must also be notified of the assignment so they are aware that the student will be hired outside the U.S.

Hiring Systems

GradWorks

GradWorks is used by some programs for semester hiring management for their departments and programs. Training can be found [here](#) for GradWorks, and you can go [here](#) to see how to request access to GradWorks.

Departments who use GradWorks must also submit an eRequest through the ASC to hire any type of Graduate Student in a GRA, GTA, or GA (Monthly/Hourly) position. GradWorks does not submit any information to the ASC for student hiring or to start the hiring process.

Hiring units must submit a corresponding request in Manager Self Service (MSS) in OneUSG Connect to terminate student, revise current semester projects or pay, extend hiring end dates, etc.

The hiring dates for the semesters in GradWorks are the following:

- Fall: August 15 to December 31
- Spring: January 1 to May 14
- Summer: May 15 to August 14

You do not have to keep your student employed that entire time; those are just standard dates that are automatically entered into GradWorks since the beginning of each semester does change. You can change the dates in GradWorks to reflect the dates the student will be working.

OneUSG Connect

Students are hired through OneUSG Connect. Programs and departments hire, terminate, and rehire students through OneUSG Connect. You can contact Human Resources or the Administrative Services Center for more information on OneUSG Connect, found [here](#).

Tips for OneUSG Connect Hiring:

- Hire for the Fall and Spring (Academic year with ASC) and have a May end date OR hire longer with a future semester end date!
- Bulk student hiring is an option within the ASC system ([Job aid available](#)).
- Make sure the position number is not used by someone else.
- Do not forget to terminate those students who are no longer working in your department.

Important Departments and I9 Information

Administrative Services Center

Onboarding & Hiring is the Administrative Services Center (ASC) unit that oversees new employee requirements. You can go [here](#) to visit the ASC portal for hiring. Students can contact ASC to discuss any required paperwork or request assistance with it.

New student employees will have to complete the following to be hired:

- Preboarding: Equifax electronic 'packet' of required documents ([tutorial available here](#))
- Onboarding: In-person completion of I-9 with identity verification
 - Students will need two legal documents proving who they are (ID, Passport, Social Security Card, Birth Certificate. Copies or pictures will **not** work) [Link to I-9 eligible docs list](#)

Foreign Nationals need to show that they are authorized to work in the U.S.; therefore, they will also require the following:

- I20 or DS-2019 (Original document from OIE)
- I94 (Paper copy will be needed)

I-9 Information

I-9s must be completed **before** the student's **first day of work**. Departments and programs determine the student's start date. For GRA and GTA positions, the normal start dates are 8/15, 1/1, and 5/15 for fall, spring, and summer, respectively. GRAs may start later, but no later than the hiring periods for a given term, found [here](#). GAs can be hired at any point during the semester. The student will receive an Equifax email at the email address listed on their hiring paperwork. You should suggest that the student also check their junk mail because the message may be routed there by their email provider. Once the student completes the Equifax paperwork, they will receive **another** email instructing them to meet with ASC/HR ***in person*** to complete the final part of the I-9 process. This ***in-person step*** must be completed **before the start date** to finalize the hiring process.

Student can make a virtual appointment with the ASC to finish the I-9 process. The student can go [here](#) to do this appointment. The student will need to get the I-9 paperwork notarized **before** the appointment. Questions about the appointment or I-9 process can be directed to the ASC directly, found [here](#).

Hiring lengths for ASC

ASC will hire all student employees for the **academic year (fall and spring)**, not by **term**. If you need to adjust this at any point, you must complete an MSS transaction or contact ASC for guidance on the steps needed to adjust the student's hiring record. ASC will generate rosters each semester for departments to confirm that their student employees are still working in the same capacity as originally hired. Any changes to the student's employment should be made with ASC as soon as possible.

Human Resources

Human Resources can assist with questions related to employing students at Tech. Their Student Employment website includes helpful information and a range of resources for both [student employers](#) and [student employees](#). Additional questions can be emailed to student-employment@gatech.edu.

Global Human Resources found [here](#), is a great resource if you have any questions about employing foreign national students. They can also help with questions if you have students who will need to work abroad. Questions should be submitted to Global HR via the ASC.

Bursar's Office

The Bursar's Office posts tuition waivers to student accounts. If you have questions about adding or removing a tuition waiver, contact the Bursar's Office or review the Tuition Waiver sections of this manual.

Financial Aid

Financial Aid allows **only one type** of tuition waiver on a student account, such as an out-of-state waiver or GRA/GTA waiver. If a student has a loan coming in and will also use a tuition waiver, the Financial Aid Office will need to reduce the student loan amount because the student is receiving a tuition waiver. You can contact the Financial Aid Office directly to see how a tuition waiver will affect a loan, but the impact will vary by student.

Graduate Assistant

GA Hourly

Graduate Assistants (GAs) are normally hired as hourly positions (Job Code 909X01). GA-hourly is for students who are not actively hired as a GRA or GTA in any other department on campus. A student can be hired as a GA in multiple departments, but the student's FTE must not go over 50% for all positions combined. Each department the student works in must hire the student as an hourly GA. This position is limited to 20 hours a week.

GA Monthly

Students may be hired as a Monthly GA (Job Code 905X02) only if they are also hired as a GRA or GTA in another department. This allows the student to be paid monthly with their GRA or GTA appointment because students must be on the same pay cycle for all student positions. Students cannot be placed in a monthly GA position without also being employed as a GRA or GTA. Students cannot exceed 50% FTE

across the monthly GRA/GTA and GA positions combined. If you are hiring a student who is already a GRA or GTA, you must work with the other hiring unit to change the student's FTE so the student can work for you. This must also occur in OneUSG Connect. This position allows the student to work 20 hours per week between the GA-Monthly and GRA/GTA positions combined.

The hiring unit is not responsible for any type of fringe benefit contributions with this GA – Monthly position.

GA Fellowship - Monthly

This role is for students at Georgia Tech who have a fellowship of any kind. They can be hired as a GA-Fellowship (Job Code 905X03) and are paid monthly. This cannot be combined with a GRA/GTA. The student can work up to 20 hours per week. The hiring unit should include the fellowship the student has in the comment section of the hiring request, such as "The student is on an NIH T32 fellowship." Otherwise, ASC will deny the request.

Intellectual Property

For intellectual property purposes, students who invent anything while under a GA-Fellowship should submit an [Invention Disclosure](#) to the Office of Technology Licensing (OTL). The student should include as much information as possible about the invention and the fellowship. There is no such thing as too much information when submitting to OTL. Questions about intellectual property should be directed to OTL, found [here](#).

Concurrent position

This position can be held concurrently with a regular GA-Monthly position, but the student must be hired as a GA-Fellowship-Monthly first before being hired as a GA-Monthly. The student **cannot** be hired as a GRA or GTA while in this position. The student can work up to 20 hours total between the GA-Monthly and GA-Fellowship-Monthly positions. There is no pay maximum for either position.

Pay

Most GA positions have an hourly pay rate and are paid biweekly. The position must pay at least minimum wage but may pay any amount above that. The program or department determines the student's pay rate. In Fall 2025, hourly GAs at Tech were paid an average of \$21.56 per hour. The hiring unit can pay any amount it determines appropriate, as long as the pay rate is at least the federal minimum wage.

If a GRA or GTA is working less than 20 hours, they may also be hired into a second (concurrent) position as a GA. If this happens, the student must be hired as a GA-monthly and will be paid **monthly** instead of biweekly since employees can only be paid one pay frequency (the student should be made aware of this so that they are not expecting to be paid on a biweekly and monthly basis).

If a student is going to have a GRA or GTA position concurrently with a GA position, the combined FTE **cannot** exceed more than 50% or 0.50 FTE. Programs and departments will need to work together to arrange how many hours they will work in each position, but the GRA or GTA position must have at least 33% FTE to receive the tuition waiver.

Pay Rates for Schools/Colleges will be posted on the Graduate Education [website](#). This can be helpful for those who hire students outside of academic units to see what other people pay, but the decision is ultimately up to the hiring unit to decide on a pay scale.

Hours

Enrolled students will work no more than 20 hours total per week. Students hired as a GA-hourly will need to clock in and out and their hours must be approved by their supervisor. Their hours and when the student works must be discussed with their supervisor.

Students should **not** work or report time that is over 20 hours per week. Students should also not work during class time(s). Student positions are limited to no more than 20 hours per week while they are registered for courses.

Students should be paid for all time worked. Students should **not** work while they are not being paid. They should be paid for all work they perform and all hours they work. This is a federal requirement, and all supervisors and students should follow it. If students forget to report hours, they can be paid back pay if needed. Supervisors can adjust time as needed.

Job Duties

The GA position is usually for administrative work, but the student may also work in a lab or serve as a grader. Job duties should be discussed with the supervisor. Questions about prohibited duties should be directed to the Academic Coordinator for Graduate Hiring.

Other Information

Tuition Waiver

This position **does not** come with a tuition waiver of any kind. Students should be made aware that this position will not come with a tuition waiver. Communications with a student who is a GA should include information about not having a tuition waiver.

Registration

GAs should be registered for at least three (3) hours of coursework to be hired as a GA. If a student is temporarily registered for less than three hours, they should be hired as a Student Assistant in pay group 03C. Please review the **Eligibility for Student Employment policy** for more information.

Tech Temp

If a student is not registered at all, and is not returning the immediate next semester for another Tech degree, they cannot be hired into a student position and should instead be hired as a Tech Temp. Please note that this position does have a limit on the number of hours that they can work per year. Questions about Tech Temps should be directed to the ASC or OHR.

Student Assistant (in pay group 03C)

General Information

Students should only be hired in this category if a graduate student is temporarily registered for less than three credit hours during Fall, Spring, and Summer. The student can work up to 40 hours per week. Please note that a graduate student can only do one credit hour **once** during their entire graduate

program, as stated [here](#). Student assistant positions are not entered into GradWorks. Only GRA, GTA, and GA positions are entered into GradWorks.

This position does require the student to report hours and is paid biweekly. The pay must be at least minimum wage and can be paid at a higher rate.

Affiliates

Affiliates are employees at GT, but they are not paid. These positions are ideal for students who are on a fellowship but need access to GT buildings, software, or services. This **should not** be used as a workaround to avoid paying a student while having them work at GT.

Edits or Suggestions

If you have any edits or suggestions for this document, please contact Corey McAllister (cmcallister9@gatech.edu) directly.

Appendix & Links

Please note that this information may change at any time. Please go [here](#) to the Resources for Hiring Departments page on the OHR website for further information. Each header has a link to the resource that it is referring to in case the information has changed.

[ASC Website](#)

[Glossary of Terms](#)

[Grad Assistant Rates/Bursar Website](#)

Georgia Institute of Technology			
2022-2023 Tuition and Fee Rates per Semester Spring 2023			
Graduate Assistantship Tuition and Fees			
Full-time Students (12 or more hours)			
	Per Semester In-State (resident)	Per Semester Out-of-State (non-resident)	
Regular Master & PhD Graduate Programs (Incl. BMED)	\$ 25	\$ 25	
Mandatory Student Fees	\$ 753	\$ 753	
Total	\$ 778	\$ 778	
Professional Graduate Programs-			
Scheller College of Business-			
Master in Business Administration (MBA)*	\$ 5,831	\$ 5,831	
Master in Business Administration (Dual Degree)	\$ 7,747	\$ 7,747	
MS in Quantitative & Computational Finance (MSQCF)	\$ 1,786	\$ 4,778	
College of Design-			
Master of Architecture (MARCH)	\$ 2,020	\$ 2,020	
MS in Bldg Const/Integrated Fac Mgmt (MSBCFM)	\$ 2,751	\$ 5,295	
Master of City & Regional Planning (MCRP)	\$ 1,448	\$ 1,448	
MS in Geographic Information Science & Technology (MSGIST)	\$ 1,448	\$ 1,448	
Master of Industrial Design (MID)	\$ 2,020	\$ 3,059	
MS in Music Technology (MSMT)	\$ 1,752	\$ 1,753	
MS in Urban Design for CoA (MSUD)	\$ 2,020	\$ 2,020	
College of Computing-			
MS in Human-Computer Interaction (MSHCI)	\$ 1,025	\$ 3,159	
College of Engineering-			
MS in Supply Chain Engineering (MSSCE)	\$ 1,276	\$ 4,403	
MS in Electrical & Computer Engineering (MSECE)	\$ 25	\$ 25	
Master Of Science in Analytics (MSANLT)	\$ 7,596	\$ 7,596	
PhD (joint) in Biomedical Engineering (BMED)	\$ 25	\$ 25	
College of Sciences-			
MS in Bioinformatics (MSBINF)	\$ 1,252	\$ 3,800	
MS in Robotics (MSROBO)	\$ 1,021	\$ 3,155	
Mandatory Student Fees (add to Professional Graduate rates above for total Tuition and Fees)	\$ 753	\$ 753	
	Fall Term	Spr/Sum Term	Summer Start
GRA/GTA Mandatory Insurance Plan Rates	\$ 303.48	\$ 420.52	\$ 183.82
International Student Fee (Required of all degree-seeking students holding an F or J Visa in each term of enrollment)			
International Student Fee (ISF)			\$100
For more information regarding the ISF Fee, please visit: International Student Fee			
*The resident rate of \$5,831 is applicable to MBA Graduate Assistants working within the College of Business. The resident and non-resident rate for MBA students with assistantships working for a unit outside of the College of Business is \$7,747.			
In-State/Out of State Classification			
At the time of admission to Georgia Institute of Technology a student will be classified as either a resident or non-resident student of the State of Georgia for determining the amount of tuition a student will be assessed. A student will either be assessed the resident (in-state) or non-resident (out-of-state) tuition rate listed above based on this determination. Policies and Procedures for determining the classification of residency status are set forth by the Board of Regents of the University System of Georgia.			
All tuition charges, fees, board, room rent, or other charges are subject to change at the end of any academic term			

Job Codes

Job Code	Description	Employee Class	Pay Group	Frequency
900X01	Student Assistant (SA, Tutor, UTA, Paid Intern, Lifeguard,...)	Student	03T (03C)	Hourly
900X02	Resident Assistant (Housing RAs <u>only</u>)	Student	03T	Hourly
900T01	Student Assistant - PURA (Undergraduate research award recipients <u>only</u>)	Student	03T	Hourly
901X01	Work Study (Same roles as SA; with FWS award and approval <u>only</u>)	FWS	03W	Hourly
909X01	Graduate Assistant (GA - <u>Hourly</u>)	Graduate Assistant	03T	Hourly
907X01	Graduate Research Assistant (GRA)	GRA	03G	Monthly
908X01	Graduate Teaching Assistant (GTA)	GTA	03G	Monthly
905X02	Graduate Assistant (GA - <u>Monthly</u>) (<u>Only if concurrent</u> with GRA/GTA position)	Graduate Assistant	03G	Monthly

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[Student Employment Process Tips](#)

[Student Employment Website](#)

[Student Employment Hiring Guide](#)