# Table of Contents

## Contents

**Introduction** .................................................................................................................................................. 4  

**Choosing a GRA/GTA** .................................................................................................................................... 4  

  - Who Chooses the GRA/GTA...................................................................................................................... 4  

**Policies and Information for Hiring GRAs/GTAs** ......................................................................................... 5  

  - Registration............................................................................................................................................... 5  
  - Health Insurance ....................................................................................................................................... 5  
  - Work Hours and Hours per week.............................................................................................................. 6  
  - Time off, Start Date, and End Date for Hiring ........................................................................................... 6  
  - Fellowships and GRA/GTAs....................................................................................................................... 7  
  - Military GRAs ............................................................................................................................................ 7  
  - Deadlines for Hiring and Tuition Waivers ................................................................................................. 7  
  - GRAs on Projects....................................................................................................................................... 7  
  - Pay for GRA/GTAs ..................................................................................................................................... 7  
  - Hired Outside the Home Unit ................................................................................................................... 8  
  - Offer Letters.............................................................................................................................................. 8  
  - Payroll Deductions .................................................................................................................................... 8  
  - Student Employment Website .................................................................................................................. 9  
  - Tuition Waivers ......................................................................................................................................... 9  
    - Entering Waivers into Banner .................................................................................................................. 9  
    - Waiver Amounts ................................................................................................................................. 11  
    - Seeing Waivers on Students Accounts ................................................................................................ 12  
    - Removing a Waiver from Banner ........................................................................................................ 14  
    - Tuition Remission.................................................................................................................................. 16  
    - What Students Pay .............................................................................................................................. 16  
    - Standard Amounts for Tuition Waivers .............................................................................................. 17  
    - Tuition Differential ............................................................................................................................... 18  
  - Off-Cycle Checks ..................................................................................................................................... 18  
  - Short Work Break ..................................................................................................................................... 18  
  - Teaching Assistant Training and Development ....................................................................................... 18  
  - Regulations about Graduate Student Instructors (GSI) ........................................................................ 19  
  - Contact.................................................................................................................................................... 19  

Last updated 7/14/2023
GRA/GTA Doing Internship .............................................................................................................................................. 20

**Hiring Systems** ............................................................................................................................................................ 20
GradWorks ............................................................................................................................................................................. 20
OneUSG Connect ..................................................................................................................................................................... 20
Tips for OneUSG Connect Hiring: ......................................................................................................................................... 21

**Important Departments and I9 Information** ................................................................................................................... 21
Administrative Services Center ................................................................................................................................................... 21
I-9 Information ........................................................................................................................................................................ 21
Hiring lengths for ASC ............................................................................................................................................................... 22
Human Resources ......................................................................................................................................................................... 22
Bursar’s Office ........................................................................................................................................................................... 22
Financial Aid ............................................................................................................................................................................. 22

**Graduate Assistant** ............................................................................................................................................................ 22
GA Hourly .................................................................................................................................................................................. 22
GA Monthly .............................................................................................................................................................................. 22
Pay .......................................................................................................................................................................................... 23
Hours ........................................................................................................................................................................................ 23
Job Duties .................................................................................................................................................................................. 23
Other Information ...................................................................................................................................................................... 23
Tuition Waiver ........................................................................................................................................................................ 23
Registration ............................................................................................................................................................................ 23

**Student Assistant (in pay group 03C)** .................................................................................................................................. 23
General Information ................................................................................................................................................................. 23

**Edits or Suggestions** ........................................................................................................................................................... 24
Introduction

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

**Graduate Teaching Assistants** will assist with courses in the following ways: holding office hours, grading, assisting with lecture, and any other additional duties the instructor needs for the course.

**Graduate Research Assistants** will conduct research in a lab with a professor (usually their major professor or another professor) for any given amount of time and the research is usually related to their thesis/dissertation.

**Graduate Assistants** will usually perform administrative for a department, unit, school, or college during a semester. Lab work or grading can be done, but the lab work must *not* be the same research project the student was working on during the previous semester(s). If this is the case, the student *must* be hired as a GRA.

This manual is to assist with normal hiring practices, and we understand that some hires may or can be unusual. If you have questions outside this manual, we suggest contacting the Office of Graduate Education, Human Resources, Office of International Education (OIE), and/or the Administrative Services Center (ASC) depending on the hiring situation. Contact information can be found 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 and/or programs will be choosing who to hire as a GRA/GTA. For GRA positions, students are usually matched to faculty that meet their research interests or through a departmental matching process. For GTA positions, faculty will choose those who have the knowledge to teach the courses that are offered for any given semester, or the program may assign positions to students in need of funding. Faculty should inform those in charge of hiring for their program or department as early as possible. Students should be chosen for these positions and notified as early as is feasible. Students are encouraged to be hired by the deadlines below:

- Fall: August 1
- Spring: January 1
- Summer: April 1
We understand that things can change throughout the semester and grants can be acquired at any time throughout the year. If a student is needed for the grant and it is late during the semester (i.e., after the late hiring period for GRA/GTAs), it is suggested that the student be hired as a graduate assistant (GA) for the remainder of the semester and then hired as a GRA/GTA for the next semester(s). Questions about when they should be hired as a GA instead of a GRA/GTA should contact the Academic Coordinator for Graduate Hiring in the Office of Graduate Education or an email can be sent to gradhiring@gatech.edu.

**Policies and Information for Hiring GRAs/GTAs**

The student(s) you plan to hire for GRA and GTA positions must follow policies and procedures for being in these positions. This information is as follows:

**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 will review students in these positions and check to see if they are registered correctly. Program coordinators and departments will be notified of those 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 these registration requirements. Programs and departments will be notified when waivers will be removed each term for those who are not in compliance.

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 mandated to enroll in the Student Health Insurance Plan (SHIP). Students with comparable coverage through an outside source that meets the waiver requirements can waive enrollment in the SHIP. GRA and GTA positions get a subsidy towards the mandatory SHIP premium and 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 the “Mandatory Health Insurance,”
GRAs will also be provided with an option for GRA Healthcare from the University System of Georgia, and more information can be found here. Georgia Tech students are not recommended to use this option but are instead encouraged to enroll in SHIP. The GRA Healthcare does not include repatriation or medical evacuation coverage which are required for international students. Also, the SHIP option has a better premium and more coverage for students. The SHIP option can also cover a partner and/or children of the student. Students should NOT opt for 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 hired at 50% FTE (20 hours per week) or 33% FTE (13-14 hours per week). GRA and GTA positions should not be hired for less than 33% FTE unless approval has been acquired by 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. (There may be occasions when a student works less than 20 hours one week and then works more than 20 the following week; this is acceptable if agreed upon by the supervisor, and so long as the average hours of work 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. 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 keep track of the hours that GRA, GTA, or GA students work. This should be handled by the supervisor and/or the student. GA’s normally log hours each week and get them approved by their supervisor. GRA and GTA students do not log hours, but it is encouraged that a record is kept by the student and/or supervisor to make sure the student is not going over their maximum amount of hours per week.

Time off, Start Date, and End Date for Hiring
Students are not required to work on Institute holidays, as stated here. Normally, GRA and GTA students will start on August 16 for fall, January 1 for spring, and May 16 for summer. Students can start before the term, but that is up to the department and program on how this should be handled. Students should not start working before they are officially hired in the OneUSG Connect system (including finishing 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 will 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.
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, which 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 who is 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. If you have questions about students on a fellowship, contact the Graduate Fellowships Manager in the Office of Graduate Education.

Military GRAs
Students who are actively in the military can be a GRA. However, the GRA position does not come with a stipend since the student is being paid by the military. The student will receive a tuition waiver and an additional tuition waiver through the Registrar’s office so that the student’s balance is $0. The student cannot be charged any amount of tuition/fees since they are active in the military.

The job code 995X07 can be used for the Military GRA when hiring through the ASC. 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.

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. This waiver code is 29 and can be used in TSAEXPP. Information on how to enter these are in the Tuition Waiver section of this manual.

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. This information can be found [here](#).

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. 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.

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 17\textsuperscript{th}, they will only be paid from August 17\textsuperscript{th} to August 31\textsuperscript{st}. The same would apply for those who are terminated at any point in the month, or their termination date is not the end of the 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.

Hired Outside the Home Unit
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 \textbf{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 Education 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 the approval is granted, an email will be sent to the hiring unit and the home unit. The home unit is included to start the tuition waiver process. 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
Offer Letters have been created to send to your GRAs, GTAs, and GAs. Offer letter templates can be found here on the left-hand side in the gold section of the website. These letters were created by the Office of Graduate Education and HR has reviewed these letters as well. You are encouraged to use these offer letter’s, but it is not required.

Payroll Deductions
Students can make a payroll deduction for the tuition, fees, and health insurance (if applicable) that they owe on their student account. The amount will be split over three months for fall and spring and two
months for summer. Information can be found [here](#) on how the student can set this up. This is optional and students do not have to enter into payroll deductions if they wish to pay their remaining tuition and fees out of pocket by the fee payment deadline. Information on how to set this up can be found [here](#).

Payroll deduction is administered by the Bursar’s Office. If you have any questions about how it is set up, run into any issues setting this up, or have any other questions, please contact [bursar.ask@business.gatech.edu](mailto:bursar.ask@business.gatech.edu) with any questions.

Students must be completely hired by the ASC to be able to enter the payroll deduction that is administered by the Bursar’s Office. The student will not be able to set this up without being hired through the ASC. The student will also need to be set up **before** the Payroll Processing Deadline set forth by the Payroll Office.

**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, FAQ’s, and more information as well!

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 come with a tuition waiver. Tuition waivers are not optional for GRA and GTA positions and are part of the position for the GRA and GTA positions. The tuition waiver must be entered into Banner to reflect on a student's account. Tuition waivers can be used for in state and out-of-state students. Programs and departments **do not** need to submit a request for an out-of-state tuition waiver (OSTW) for GRA and GTA positions. You will enter a tuition waiver for a student when they are an out-of-state student, and this will be covered later on how to enter tuition waivers for In-State and Out-of-State students. Students should **not** receive both a GRA and a GTA waiver. This will cause the student to receive a ‘refund’ for the waivers and will cause issues with the student’s account. Tuition waivers for upcoming terms can be entered once registration opens for the next term(s).

**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
- 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 $7,007 from the student’s tuition, until Summer 2023 or until there is an increase in tuition. Tuition waivers for out-of-state students will remove $7,538 for the out-of-state tuition and $7,007 for the in-state tuition for the student, until Summer 2023 or until there is an increase in tuition. These amounts are dependent on normal tuition rates and are based on the current tuition rates. Any changes in these rates will change the waiver amounts.
Seeing Waivers on Students Accounts

To see which waiver(s) a student has on their Student Account, you can go to TSIAUTH to see this information. You will need the student’s GTID. On the banner home screen, you can 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:
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 on the top right-hand side of the screen as seen below:
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.

Tuition Remission
Tuition remission is usually charged to grants within the programs and departments. Tuition remission is the difference between what the student charged for tuition and what tuition is normally charged to someone without a tuition waiver and only applies to in-state tuition. Departments are not charged for out of state tuition. You will also be charged a fringe amount of 5.7% for each student. This can be charged to a grant or to the program's budget. The rate you will be charged is the standard rate of Master & Ph.D. Candidate rate on the Tuition and Fees page of the Bursar’s website. 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 will be charged. They will also be the one who handles the tuition remission charges for each student(s) that you have in your program or department.

What Students Pay
GRA and GTA students will pay $25 of tuition, unless the program has a tuition differential, and all student fees. If the student’s program has a tuition differential, the student must pay for the tuition differential rate and more information can be found in the tuition differential section. They also must
pay for student health insurance unless they waived the health insurance charge because they have comparable health insurance. To get an idea of what a student will pay, please go to the Tuition and Fee website provided by the Bursar’s Office, found here. Click on the most recent/current semester. After the listed tuition and fee rates, you should see a line that says, “GRADUATE ASSISTANTSHIP RATES,” and you can click on that to see what the student will pay. An example can be found here from Spring 2023 and below. Please note that this can change if tuition is increased or decreased:

Standard Amounts for Tuition Waivers
The standard amounts for tuition waivers are the Master & Ph.D. Candidate In-State rate minus $25 on the Tuition Cost by Semester under the Master & Ph.D. Candidate line. The tuition waiver will also waive the full out-of-state amounts, but programs and departments are not charged tuition remission for out-
of-state charges. Please go to the Tuition Differential section if your program charges a tuition differential, also known as a higher tuition rate.

**Tuition Differential**

Tuition differential refers to the amount of tuition charged by a program that is above the standard amount or known as “Specialty Programs” on the Tuition Costs by Semester page of the Office of the Bursar website. If a student is in a program that charges a tuition differential, the student is responsible for the difference between the standard amount and the tuition differential.

For example, if an in-state graduate student registers for 15 hours the standard rate of in-state tuition is $7,025 for 12 or more hours, then the tuition waiver will remove $7,000 from the students account charge. 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 program or department can pay for the difference of the tuition, but it is not required. The program or department can contact the Office of Graduate Education for more information on how the program or department can pay for the students remaining tuition minus the standard $25.

**Off-Cycle Checks**

Students who are hired after the monthly payroll deadline may be eligible for an off-cycle check. The program or department will request an off-cycle payment through the Administrative Service Center (ASC) on the student's behalf. ASC can let you know when the student will be paid and can go here for more information.

**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 are transferring 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.

**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](http://www.ctl.gatech.edu)

Kate Williams, kate.williams@gatech.edu, Assistant Director for TA and Future Faculty Initiatives
GRA/GTA Doing Internship

Students will be able to do a GRA/GTA position while doing an internship. However, the student must get approval from their program, the academic coordinator for Graduate Hiring, and Career Services. The internship must be essential to their thesis/dissertation. The student will have to work one of the following arrangements:

- 13 hours as a GRA/GTA and seven hours at an internship
- 14 hours as a GRA/GTA and six hours at an internship

Students must get approval from the Office of Career Services to be a GRA/GTA along with an internship. Questions about this process can be emailed to Jana Stone (jana.stone@gatech.edu) or Christina Hall (christina.hall@gatech.edu).

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.

Requests entered in GradWorks for new hires and rehires automatically create a case in the Administrative Services Center’s (ASC) system, eliminating the need for the hiring unit to also submit a Direct Hiring eRequest. (Note: to ensure the correct action is taken by the ASC in hiring or rehiring a student, important information should be added in the Comments field in GradWorks clearly indicating the intent of the transaction.) The ASC will not act on other GradWorks requests (e.g., terminate student, revise current semester projects or pay, do not keep student on assistantship next semester, etc.). Instead, for these types of actions, hiring units must submit a corresponding request in Manager Self Service (MSS) in OneUSG Connect.

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

- Fall: August 15 to December
- 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 via OneUSG Connect. GradWorks can start the hiring process for programs and departments. Programs and Departments will hire, terminate, and rehire students through OneUSG
Connect or GradWorks. 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 the ASC to discuss any paperwork due or 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-9’s will need to be completed no later than 3 business days after the student’s first day of work. If you are using GradWorks, the start date will be the student’s hire date. If you don’t use GradWorks, then you can determine the student’s start date. The student will receive an Equifax email to the email address that is listed on their hiring paperwork. You will want to suggest to the student to also check their junk mail since it can be routed there by their email provider. Once the student completes the Equifax paperwork, the student will receive another email for the student to meet with ASC/HR in person to complete the final part of the I-9 process. This in person step must be completed no later than 3 days after the start date in order to finalize the hiring process.

The student, the supervisor, and the HR Business Partner will receive written notification if the I-9 isn’t complete by the second day. If the student doesn’t complete this by their third day, the student will be terminated. The student will need to be rehired if this happens. We know that foreign nationals may not be able to complete this if they have delays in getting into the US, but you can work with the ASC to alter their start date(s) if needed.
Hiring lengths for ASC
The ASC will hire all student employees for the academic year (Fall and Spring) and not by term. If you need to adjust this at any point, you will need to complete an MSS transaction to adjust or contact the ASC on what steps need to be taken to adjust the students hiring. The ASC will generate rosters each semester for departments to confirm that their student employees are still working in the same capacity as they were originally hired. Any changes to the student’s employment will need to be made with the 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 processes the tuition waiver for student’s accounts. If you have questions about adding or removing a tuition waiver, you can contact the Bursar to assist with removing or adding a tuition waiver.

Financial Aid
Financial Aid only allows one type of tuition waiver on a student account. If a student has a student loan coming in and will also be using a tuition waiver, the Financial Aid office will need to reduce the student loan amount since the student will be getting a tuition waiver. You can contact the Financial Aid office directly to see how a tuition waiver will affect the loan, but it will vary by student.

Graduate Assistant

GA Hourly
Graduate Assistants (GAs) are normally hired as hourly positions. 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 if they are also hired as a GRA or GTA in another department. This will allow the student to be paid on a monthly basis with their GRA or GTA appointment since students must be on the same pay cycle for all of their student positions. Students cannot be put into a monthly GA position without also being employed as a GRA or GTA. Students cannot go over the 50% FTE for the monthly GRA/GTA and GA positions. If you are hiring a student that is a GRA or GTA, then you must work with the other hiring unit to change the student’s FTE to allow the student to work for you. This must also occur in OneUSG Connect as well. This position is allowed to work 20 hours per week between the Ga-monthly and the GRA/GTA positions combined.
Pay
Most GA positions have an hourly pay rate and are paid biweekly. The position must pay at least
minimum wage but can pay any amount above this amount. The program or department will determine
the amount to pay the student. In Spring 2023, hourly GAs at Tech are paid an average of $18.26/ hour.

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.

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. The hours the students
work must be discussed with their supervisor and when they will work should also be discussed with
their supervisor.

Job Duties
The GA position is usually for administrative work, but the student can work in a lab as well. The job
duties should be discussed with the supervisor.

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 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. 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.

General Information
Students should only be hired in this category if a graduate student is temporarily registered for less
than three credit hours. 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.
Student Assistants in pay group 03C may work up to 40 hours per week. 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.

**Edits or Suggestions**

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