

GTA and GRA Employment Documentation

All GRAs and GTAs must be given initial documentation on their employment that contains the information listed below. Offer letter templates are available from HR that include this information, see [Graduate Student Employee Offer Letters](#). This documentation must be updated anytime there is a change to the information below, and the student must be provided with the updated information within two weeks after the effective date. See Section 5.3 for further documentation details if the student stipend differs from the standard rates for that hiring unit. The initial documentation, all updates, and rationale for differences from standard rates must be held by the hiring unit for a period of 5 years in accordance with [USG Records Retention Schedules 0472-04-025 – Payroll Record](#).

- Hiring department
- Supervisor
- Hiring manager (if different from supervisor)
- Graduate Program Coordinator (if hired in an academic unit)
- Term of employment (e.g. the semester(s) and/or start and end dates of employment)
- Workload expressed in hours/week
- Stipend expressed in \$/month
- Job duties (generic GTA or GRA duties are acceptable)
- Tuition waiver details including responsibility for paying applicable differential tuition and all fees
- Full-time registration requirements
- Mandatory student health insurance plan information
- Conditions on maintaining that appointment (ie, the statement in the HR template offer letter about complying with Georgia Tech and USG policies, and any additional requirements of the hiring unit)

Students should review this employment documentation and compare it to their stipend amounts. Any underpayments or overpayments must be reported immediately to their supervisor, associate chair, or other appropriate financial representative in their unit. All overpayments will be due back to Georgia Tech.