



OFFICE OF THE PROVOST &  
DIVISION OF ACADEMIC AFFAIRS  
Academic Resources

# Employment of Salaried Graduate Students

July 11, 2024



# Agenda



Overview & Types of Salaried Graduate Positions



Rules and Limitations



Updated Classifications & Job Codes



Compensation Plan



Payroll Updates for Salaried Graduate Students



Dynamic Form and Offer Process



Academic Year Rollover Process



# Overview



Assistantships are salaried roles for graduate students, who are provided financial support while they work for the university. The salary is considered taxable employment income.

## **Insurance Eligibility:**

- **State Plan:** Students working at least 0.5 FTE can join Texas's Uniform Group Insurance Plan (UGIP) managed by the Employee Retirement System (ERS).
- **University Plan:** Alternatively, students can opt for the university's Student Insurance Plan by UnitedHealthcare. Costs vary based on the selected plan and coverage level.

**Foreign Students:** Must comply with specific FTE restrictions related to their work authorization.

## University Policy:

### 06.043 Graduate Fellowship/Research Assistantship Load Specifications

- Graduate students who are at least half-time (50% / 20 hours per week) or greater must be enrolled in a minimum of nine (9) semester credit hours (SCHs) during long semesters.
- These minimums apply to positions supported by state, federal, and private sources of funds.
- Academic units may set higher requirements. A load greater than 12 SCHs must be approved in advance by the appropriate college/school dean or their designee and the vice provost for graduate education and dean of the Toulouse Graduate School or their designee.
- Academic Resources in conjunction with TGS will audit enrollment each long semester.

# Overview of Salaried Graduate Roles

## Teaching Fellows

- TF's primary responsibility for teaching a course for credit under the direct supervision of a faculty member or chair
- TF's listed as the instructor of record.
- ePAR start date should be 9/1 & actual work begins 8/19 (*classes start*). Typically, the assignment will end once grades are due (*Fall payroll through 1/15*).

## Teaching Assistants

- TA's do not have primary responsibility for teaching a course for credit; perform under the instructor's direct supervision.
- Provide general assistance to the instructional process, such as grading, tutoring, etc.
- Teaching assistants may not be listed as instructor of record.
- ePAR start date should be 9/1 & actual work begins 8/19 (*classes start*). Typically, the assignment will end once grades are due (*Fall payroll through 1/15*).

## Research Assistants

- Engaged in research activities under the direction and supervision of a principal investigator or faculty working on research.
- Fall work should **not** begin prior to 9/1 date, if it does it must be processed as a summer ePAR.
- ePAR dates more closely align with actual work dates.

## Graduate Services Assistants

- Responsibilities are administrative in nature or consist of other activities that do not generally fit within the TF, TA, or RA job responsibilities. Contribute to the overall academic progress or professional development of the student.
- Fall work should **not** begin prior to 9/1 date, if it does it must be processed as a summer ePAR.
- ePAR dates more closely align with actual work dates.

# Credentialing of Teaching Fellows

Applicable Policy:  
06.020 Recruitment & Selection of  
Teaching Fellows & Teaching  
Assistants

- TFs must have a CV and official transcript on file.
- Be supervised by an experienced faculty member.
- Participate in regular training and evaluations | *Policy 06.024, Evaluation of Part-Time Instructors.*

**Instructing Undergraduate Courses:** Need master's in the teaching discipline or at least 18 graduate semester hours in the teaching discipline which need to be documented.

Only formal coursework counts towards the required graduate hours. Thesis, dissertation, and similar credits do not count. Directed independent study courses can count if documented with a syllabus or final project critique. All documentation must be on file.



# Other Limitations



- In fall and spring, salaried graduate students are limited to a combined FTE of .50 (20 hours/week) to ensure compliance with the Affordable Care Act and **UNT Policy**. In the summer they are limited to a combined FTE of .73 (29 hours/week).
- Due to changes in the academic calendar, salaried grad students **CANNOT work both Maymester and 5W1 due to the total FTE.**
- Graduate students cannot be in an A-Position during the summer, only an appointment.
- TGS manages the CLE (Course Load Exception) form and process please review the information provided at: <https://tgs.unt.edu/reduced-course-load-request>

# Other Considerations

## Work Location:

- It is the expectation that all Salaried Graduate Students work within the DFW metroplex. Work outside of the metroplex is generally not permitted due to the nature and expectations of their role. All work should be conducted within the state.
  - If they are going to be working in Texas but outside of the metroplex please complete a Faculty FWA and submit to Academic Resources for approval. Do not use the Career Center form.

## Periods of Leave:

- If a Salaried Graduate Student is expected to be out between 5-30 days, please submit an ePAR to place them in 'Short Work Break'. If longer than 30 days, terminate the record and rehire them if appropriate upon return. Document the reason and provide all supporting documentation on the ePAR!
  - They are not eligible for leave without pay or other forms of unpaid leave.





# Positions and Appointments

## Positions

Each College and school receives an allocation of centrally-funded, graduate student assistantship lines/positions. Colleges and schools shall allocate positions to the departments. Each position is .25 FTE. Each year the colleges and schools will have an opportunity to make changes to the positions allocated based on changed qualifications of the students, changing needs of their departments, and/or other relevant reasons.

## Appointments

Graduate students paid from local/grant funds (not centrally-funded) will not be placed in lines/positions but will be paid on an appointment. Also, departments can use central funds, if available, to create appointments in excess of their allocated positions. Students supported from local/grant funds must be paid at the rates specified in the UNT Graduate Student Pay Schedule.

# New Graduate Student Classifications

## Effective Fall 2024

- Levels will be based on the student's current academic rank and job duties.
- **Masters Level or Doctoral Level** beginning Fall 2024.
- The compensation pay plan has been updated and should align with the department for which they are working. Any salary above mid-point requires justification. ([see Graduate Student Recruitment & Retention plan on our webpage](#)).
- If a student changes academic rank mid-year, you may update their job code accordingly. Add notation to ePAR.
- In fall and spring, salaried graduate students are limited to a combined FTE of .50 (20 hours/week).

# Salaried Graduate Student Job Codes

These are all 9-month job codes and will go into work break on 6/1 each year.

Summer is processed separately.



Job Code	New Job Titles
<b>0802</b>	Teaching Fellow - Masters
<b>0803</b>	Teaching Fellow – Doctoral
<b>0807</b>	Teaching Fellow Masters- 8 week
<b>0808</b>	Teaching Fellow Doctoral - 8 week
<b>0812</b>	Teaching Assistant - Masters
<b>0813</b>	Teaching Assistant – Doctoral
<b>0817</b>	Teaching Assistant - Masters - 8 week
<b>0818</b>	Teaching Assistant - Doctoral - 8 week
<b>0822</b>	Salaried Grad Research Asst- Masters
<b>0823</b>	Salaried Grad Research Ast - Doctoral
<b>0832</b>	Graduate Services Assistant - Masters
<b>0833</b>	Graduate Services Assistant - Doctoral
<b>0842</b>	Sal Grad Rsch Asst Non-Acad - Masters
<b>0843</b>	Sal Grad Rsch Asst Non-Acad - Doctoral
<b>0852</b>	Grad Svcs Asst Non-Acad - Masters
<b>0853</b>	Grad Svcs Asst Non-Acad - Doctoral



# Compensation Plan | Fall 2024

## Key Notes:

- Units can determine the desired rate with the pay scale based on the role.
- If paying above midpoint, add a justification to the ePAR.
- Cannot change rate due to funding changes. Only due to FTE change.

Graduate Student Pay Plan (effective Fall 2024)		Utilize pay plan for salaried graduate student classifications including Teaching Fellow (TF), Teaching Assistant (TA), Research Assistant (RA) and Graduate Services Assistant (GSA). RA classifications may utilize the median and maximum rates indicated in the yellow columns.									
Rates		9 Month Salary @ 50% FTE									
COLL/SCH	DEPT	Master Min	Master Mid	Master RA Mid	Master Max	Master RA Max	Doctoral Min	Doctoral Mid	Doctoral RA Mid	Doctoral Max	Doctoral RA Max
CENG	Biomedical Engineering	\$18,528.92	\$26,209.79	\$27,700.97	\$33,890.65	\$36,873.03	\$20,228.88	\$28,614.44	\$30,242.44	\$37,000.00	\$40,256.00
CENG	Computer Science & Engineering	\$17,284.34	\$24,610.84	\$26,016.08	\$31,937.33	\$34,747.81	\$20,024.24	\$28,512.12	\$30,140.12	\$37,000.00	\$40,256.00
CENG	Electrical Engineering	\$17,282.89	\$25,680.08	\$27,179.48	\$34,077.27	\$37,076.07	\$18,765.20	\$27,882.60	\$29,510.60	\$37,000.00	\$40,256.00
CENG	Materials Science & Engineer	\$17,634.94	\$25,677.67	\$27,161.37	\$33,720.40	\$36,687.79	\$18,827.12	\$27,413.56	\$28,997.56	\$36,000.00	\$39,168.00
CENG	Mechanical & Energy Engineer	\$17,280.71	\$26,550.19	\$28,126.26	\$35,819.67	\$38,971.81	\$17,850.14	\$27,425.07	\$29,053.07	\$37,000.00	\$40,256.00
CHPS	Audiology & Speech - Lang Path	\$10,977.83	\$21,064.34	\$22,434.98	\$31,150.86	\$33,892.14	\$13,039.11	\$25,019.56	\$26,647.56	\$37,000.00	\$40,256.00
CHPS	Behavior Analysis	\$14,058.16	\$23,002.64	\$24,408.31	\$31,947.11	\$34,758.46	\$16,281.66	\$26,640.83	\$28,268.83	\$37,000.00	\$40,256.00
CHPS	Criminal Justice	\$14,930.87	\$18,738.59	\$19,730.63	\$22,546.31	\$24,530.39	\$16,555.78	\$20,777.89	\$21,877.89	\$25,000.00	\$27,200.00
CHPS	Emergency Mgmt & Disaster Sci	\$14,766.08	\$18,563.62	\$19,547.52	\$22,361.17	\$24,328.96	\$16,508.61	\$20,754.31	\$21,854.31	\$25,000.00	\$27,200.00
CHPS	Public Admin	\$14,925.89	\$19,947.30	\$21,045.92	\$24,968.71	\$27,165.96	\$17,603.54	\$23,525.77	\$24,821.48	\$29,448.00	\$32,039.42
CHPS	Rehabilitation and Health Serv	\$14,927.67	\$23,208.90	\$24,594.47	\$31,490.14	\$34,261.27	\$17,539.58	\$27,269.79	\$28,897.79	\$37,000.00	\$40,256.00
CHPS	Social Work	\$12,862.13	\$21,940.65	\$23,305.50	\$31,019.18	\$33,748.87	\$15,342.08	\$26,171.04	\$27,799.04	\$37,000.00	\$40,256.00
CLASS	Anthropology	\$13,431.06	\$21,071.45	\$22,334.77	\$28,711.84	\$31,238.48	\$15,904.80	\$24,952.40	\$26,448.40	\$34,000.00	\$36,992.00
CLASS	Communication Studies	\$13,130.52	\$22,180.44	\$23,554.58	\$31,230.37	\$33,978.64	\$15,556.31	\$26,278.16	\$27,906.16	\$37,000.00	\$40,256.00
CLASS	Dance and Theater	\$10,956.35	\$18,500.14	\$19,646.08	\$26,043.94	\$28,335.81	\$13,567.16	\$22,908.58	\$24,327.58	\$32,250.00	\$35,088.00
CLASS	Economics	\$16,073.20	\$23,843.28	\$25,234.27	\$31,613.36	\$34,395.34	\$18,811.93	\$27,905.97	\$29,533.97	\$37,000.00	\$40,256.00
CLASS	English	\$15,053.85	\$24,619.50	\$26,123.65	\$34,185.15	\$37,193.44	\$16,293.41	\$26,646.70	\$28,274.70	\$37,000.00	\$40,256.00
CLASS	Geography	\$14,538.19	\$22,929.96	\$24,308.12	\$31,321.73	\$34,078.04	\$17,173.80	\$27,086.90	\$28,714.90	\$37,000.00	\$40,256.00
CLASS	History	\$13,872.99	\$22,871.24	\$24,273.50	\$31,869.49	\$34,674.01	\$16,106.33	\$26,553.17	\$28,181.17	\$37,000.00	\$40,256.00
CLASS	International Studies	\$13,773.76	\$17,715.53	\$18,668.46	\$21,657.31	\$23,563.15	\$15,032.18	\$19,334.09	\$20,374.07	\$23,636.00	\$25,715.97
CLASS	Media Arts	\$13,707.26	\$16,612.04	\$17,470.78	\$19,516.82	\$21,234.30	\$16,207.68	\$19,642.34	\$20,657.73	\$23,077.00	\$25,107.78
CLASS	Philosophy & Religion	\$14,255.74	\$22,361.37	\$23,701.92	\$30,467.01	\$33,148.11	\$16,215.80	\$25,435.90	\$26,960.76	\$34,656.00	\$37,705.73
CLASS	Political Science	\$15,037.99	\$24,618.97	\$26,123.76	\$34,199.94	\$37,209.54	\$16,269.20	\$26,634.60	\$28,262.60	\$37,000.00	\$40,256.00

# Payroll for Salaried Graduate Students

*effective Fall 2024*

## Sept/Oct 2024 Payroll Dates

Pay Day	ePAR Deadline
09/16	09/09
10/01	09/18
10/15	10/08
11/1	10/18

- Salaried Graduate Students will be moving to **Semi-Monthly Payroll** effective Fall 2024!
- ePAR processing will remain the same but deadlines will be adjusted to the semi-monthly deadlines.
- Critical to ensure to process hires, changes, and terminations timely to prevent late payments and overpayments!
- Full payroll calendar can be found at: <https://finance.untsystem.edu/tools-and-training/calendars/payroll-deadlines.php>

# Employment Effective Dates

- Fall Only: September 1<sup>st</sup> – January 15<sup>th</sup>
- Spring Only: January 16<sup>th</sup> – May 31<sup>st</sup>
- BOTH Fall and Spring: September 1<sup>st</sup> – May 31<sup>st</sup>
- Long semester appointments cannot begin prior to September 1<sup>st</sup> and must end on May 31<sup>st</sup>

Dates for TA's and TF's must be tied to the academic session in which they are working.

GSA's and RA's appointment dates and working dates can be aligned.

Summer appointments must be separate and on a separate employee record. Dates should be between June 1<sup>st</sup> – August 31<sup>st</sup>





# Offer Process



**Departments identify student and confirms appointment terms.**



**Departments utilize offer letter template on VPAA website. If no new offer letter is needed, complete the dynamic form in order to confirm the student is returning to role.**



**Department completes the VPAA Dynamic Form.**



**Academic Resources will confirm if a CHC is needed or not. If so, it will be requested, and student will be sent email to complete it.**



**Once the dynamic form is completed, the student is cleared to hire. Once completed, the ePAR can be processed.**



**Students cannot begin work until the CHC is cleared even if it is past the desired start date.**

# Updated Dynamic Form

1. One form is needed per academic year to confirm to the student and Academic Resources the terms of the appointment for the academic year.
2. Ensure all appointments within the college are on a single dynamic form. If the appointment period listed on the dynamic form is for the entire academic year, a new form is not needed for the Spring or Summer term for that year.
3. Choose the appropriate role for the appointment based on the work being conducted. The level will be based on the academic program for which the student is enrolled for at the beginning of the academic year.
4. The salary should be in accordance with the Salaried Graduate Student Compensation Plan.
5. Ensure that all offer letters are consistent with the template provided by the Office of Academic Resources.
6. Once you receive confirmation of the completed form, you should proceed with the ePAR.
7. If the student changes from a Masters to a Doctoral student mid-year you do not need to do a dynamic form, submit an ePAR with comments noting the reason for the change.

**Please have all Fall dynamic forms submitted by Thursday, August 1<sup>st</sup> to ensure timely processing.**

# 2025 Academic Year Overview

<b>Session</b>	<b>Session Dates</b>	<b>Census Date</b>	<b>Payroll Dates</b>	<b>FTE (for 3 semester credit hours)**</b>
Fall 2024	08/19 – 12/13	08/30	09/01 – 01/15	25%
Fall: 8 week 1 (8W1)	08/21 – 10/11	08/24	09/01 – 10/31	50%
Fall: 8 week 2 (8W2)	10/14 – 12/13	10/19	11/01 – 01/15	50%
Winter Session	12/16 – 01/10	12/17	TBD	50%
Spring 2025	01/13 – 05/09	01/25	01/16 – 05/31	25%
Spring: 8 week 1 (8W1)	01/13 – 03/07	01/18	01/16 – 03/31	50%
Spring: 8 week 2 (8W2)	03/17 – 05/09	03/22	04/01 – 05/31	50%



# Account Coding for Salaried Graduate Lines

0802 – 0818 TA and TF jobs codes will post to Account 50127 (D5012)

0822 & 0823 Academic RA job codes will post to Account 50165 (D5016) and function 220

0832, 0833, 0852, & 0853 GSA job codes will post to Account 50167 (D5016)

0842 & 0843 Non-Academic RA will post to Account 50165 (D5016)

New 220 chart strings should be created by submitting an ABA to create the chart string



# Spreadsheet Load for Positions | Grad Rollover Process

- Academic Resources will distribute spreadsheets to the Academic Financial Officers for use in loading fall payroll data for continuing salaried graduate students - **on positions only**.
- If the graduate student is **returning on a budgeted position** (position number Axxxxxxx), utilize the **spreadsheet** to return them for the Fall.
- If a student cannot be returned on the spreadsheet, please submit an ePAR to make necessary changes to their records.
- Due to account coding the spread sheet load will only work if the job codes are in the same chart string (account codes).
- TA and TF job codes post to account 50127 – If the Graduate student was a TA or TF and are continuing as a TA or TF they can be returned on the spreadsheet if they are a TA or TF moving to a GSA or RA they cannot be returned on the spreadsheet.
- RA job codes post to account 50165 - If the Graduate student was an RA in the spring, they can only be returned as an RA on the spreadsheet.
- GSA job codes post to account 50167 - If the Graduate student was a GSA in the spring they can only be returned as a GSA on the spreadsheet.

**DUE: Wednesday, August 7, 2024 | Ensure the monthly rate is in alignment with the updated pay plan!** 19

# When to Process an ePAR | Grad Rollover Process

- Departments will be required to prepare ePARs for all new employees, returning salaried graduate students not paid on positions and for any changes to data submitted on the rollover spreadsheets.
- If the graduate student is returning, but will be hired on an appointment, please complete an ePAR.
- You do not need to process termination ePARs for students who are not returning in the Fall. If no action is taken they will be automatically terminated for you.







# Questions

# Contact the Academic Resources Team

## Chance McMillan

College of Liberal Arts & Social Sciences  
Mayborn School Journalism  
College of Applied and Collaborative Studies  
College of Education  
International Affairs  
VP Enrollment  
Housing & Residence Life  
Auxiliary Services Administration  
VP Student Affairs  
Student Affairs – Wellness

## Nicole McAlister\*

College of Science  
Texas Academy of Mathematics & Science  
College of Information  
Toulouse Graduate School  
College of Health & Public Service  
College of Merchandising, Hospitality & Tourism  
Libraries  
VP Research and Innovation  
VP Digital Strategy and Innovation

## Melinda Rule

College of Engineering  
College of Music  
G. Brint Ryan College of Business  
College of Visual Arts & Design  
Academic Technologies  
Athletics  
VP Finance & Administration

## Nicole McAlister

Faculty Development  
Leave  
VPAA 11Bs & VPAA 11Cs  
Tenure Stop-the-Clock Requests  
Modified Service Requests  
Annualized Compensation  
Employment Verifications  
Faculty Departures  
Annual Faculty Salary Notifications

## Patty Rodriguez

Data Requests and Reporting  
Faculty Credentialing  
Administrative Appointments  
Professional Track Faculty Reappointment Process  
Faculty Search Waivers  
Courtesy Affiliate, and Joint Appointments  
Faculty Leaves  
Retention, Merit, and Salary Evaluation Requests and Benchmarking /Research