



OFFICE OF THE PROVOST &
DIVISION OF ACADEMIC AFFAIRS
Academic Resources

Summer Employment of Salaried Graduate Students

March 4, 2026



Contact the Academic Resources Team

academic.resources@unt.edu

Chance McMillan

College of Information
College of Visual Arts & Design
College of Public Affairs and Health Sciences
College of Applied and Collaborative studies
College of Merchandising, Hospitality & Tourism
College of Education
College of Liberal Arts & Social Sciences
Libraries
All Non-Academic Units

Grayson Pleasant

College of Science
College of Engineering
College of Music
G. Brint Ryan College of Business

Melinda Rule

Employment Verifications
Supplemental Compensation & Endowments
Faculty Overloads
Courtesy Affiliate, and Joint Appointments
Visiting Scholars (all units)
Research Faculty and Postdoctoral Researchers (recruitment, reappointments, offboarding for all units)

Nicole McAlister

Modified Service Requests
Annualized Compensation
Faculty Departures
Annual Faculty Salary Notifications
Faculty Credentialing
Professional Track Faculty Reappointment Process

Patty Rodriguez

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

Our Faculty Information Team assist with annual review, tenure and promotion, faculty development leave, Stop the Clock and other processes associated with FIS.
Contact them at facultyinfo@unt.edu



General Overview of Salaried Graduate Roles

Overview of Salaried Graduate Roles

Teaching Fellows

TF's primary responsibility is teaching a course for credit under the direct supervision of a faculty member or chair.

TF's are listed as the instructor of record.

Teaching Assistants

TA's do not have primary responsibility for teaching a course for credit; TA's perform under the instructor's direct supervision and provide general assistance to the instructional process, such as grading, tutoring, etc.

Teaching assistants may not be listed as instructor of record.

Research Assistants

RA's are engaged in research activities under the direction and supervision of a principal investigator or faculty working on research.

Typical ePAR start date 9/1 or 1/16.

Graduate Service Assistant

GSA's responsibilities are administrative in nature or consist of other activities that do not generally fit within the TF, TA, or RA job responsibilities.

GSA's contribute to the overall academic progress or professional development of the student.

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.

Departments can also use central funds, if available, to create appointments in addition to their allocated positions.

Students supported from local/grant funds must be paid at the rates specified in the UNT Graduate Student Pay Schedule.

Appointment & Payroll Dates

Payroll dates represent the official pay period window — they do not always match the dates a student actually begins or ends work. The ePAR start date must follow the payroll schedule, while actual work may begin earlier based on the role.

Role	ePAR & Payroll Dates	Working Dates	Notes
Teaching Fellow / Teaching Assistant	Fall: 9/1 – 1/15 Spring: 1/16 – 5/31 See calendar for payroll dates	Based on session dates	ePAR start date is 9/1; actual work begins 8/19 when classes start. Assignment ends when grades are due.
Graduate Research Assistant	9/1 – onward	9/1 or later	Work must not begin before 9/1. If it does, a summer ePAR must be submitted separately. ePAR dates should closely match actual work dates.
Graduate Services Assistant	9/1 – onward	9/1 or later	Work must not begin before 9/1. If it does, a summer ePAR must be submitted separately. ePAR dates should match actual work dates.

Keep in Mind



- **In fall and spring, salaried graduate students are limited to a combined FTE of 50% FTE (20 hours/week) in salaried graduate roles to ensure compliance with the Affordable Care Act and UNT Policy.**
- Graduate Studies manages the CLE (Course Load Exception) form and process. Please review the information provided at: <https://www.unt.edu/graduate/student-support/forms.html>
- **Salaried Graduate students in a salaried role at 50% FTE must be enrolled in a minimum of 9 semester credit hours (SCH) in the Fall and Spring semesters, this is in accordance with [UNT policy](#) and the Graduate Student Handbook.**

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.
- Must be supervised by an experienced faculty member.
- Must participate in regular training and evaluations | *Policy 06.024, Evaluation of Part-Time Instructors.*

Instructing Undergraduate Courses: TF's need a masters 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.

Health Insurance Coverage for Students in Eligible Assistantships



Eligibility Requirements

To qualify for the health insurance fellowship benefit, students must:

- Be admitted to a PhD or MFA program.
- Hold a 50% FTE salaried graduate appointment.
- Be enrolled in at least 9 credit hours (or meet one of the full-time exceptions noted in UNT Policy 06.020).

Additional Information

- Students are eligible for both SHIP and ERS coverage
- Will receive a healthcare reimbursement through payroll
- Visit FAQs at <https://vpaa.unt.edu/resources/retention.html>

Offer Process for Salaried Grads



Departments identify student and confirms appointment terms.



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.



Career Center will initiate the onboarding process and verify Section 2 of the I-9 verification.



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.

Supervisor Reporting Requirements

All salaried graduate students must have their actual supervisor listed on the ePAR. This is required at the time of hire and must be kept current whenever supervision changes. This applies to all salaried graduate students.

For salaried research assistants, they may contribute effort to a faculty member's grant while being funded through another source. When manual effort reports are completed, the faculty supervisor must be properly listed on the ePAR to document the working relationship.

The ePAR supervisor field is the source of record that ties a student's effort to the correct faculty member for the Grants & Research Office audit purposes. Accurate ePAR supervisor data ensures every student contributing to a grant is visible and included in compliance reviews.

With the supervisor correctly listed, it clearly documents during any potential audit that it is clear why the student appears on the effort report even when not paid from the grant. Accurate supervisor data creates a clear audit trail that documents why a student appears on a grant effort report — even when not paid from that grant.

Supervisor Reporting Steps

Identify the Supervisor

For every salaried graduate student, confirm who the faculty member is that directly oversees their work — regardless of funding source.

Enter Supervisor on ePAR

List the faculty supervisor on the ePAR at the time of hire.

Confirm Related Effort Ahead of Time

If a student is doing work on a grant but paid from another source, the faculty member should still be listed so the effort relationship is visible for reporting.

Update Records When Supervision Changes

If a student's assignment or project changes, complete a change ePAR to reflect the new supervisor promptly.

I-9 Work Authorization Information

- Career Center I-9 form completion drop-in hours are Monday-Friday from 11:00 AM to 4:00 PM
- All acceptable I-9 documents must be original. [A list of commonly acceptable documents can be found here.](#)



Students must complete their I-9 work authorization within 3 business days of their payroll start date to ensure federal law compliance!

If they do not, they will be terminated and not allowed to continue to work that semester.



Allowing an employee to work outside of the 3-business day I-9 window without having completed it, represents a violation of policy, as well as employment laws, by the hiring manager.

It is imperative to work with your students and faculty to ensure compliance.

Salaried Graduate Compensation Plan

- Please utilize the rates listed in the graduate compensation plan. You must pay at or above the entry rate listed in the plan.
- Levels will be based on the student's current academic rank and job duties.
- The compensation 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](#)).
- In fall and spring, salaried graduate students are limited to a combined FTE of .50 (20 hours/week).

Compensation Adjustments



- Compensation may only be adjusted at the start of a semester and before the first payroll deadline of the term.
- Pay rate adjustments should not happen mid-semester, even if due to funding changes. Only due to FTE change.
- We cannot retroactively change compensation.
- A justification needs to be attached when monthly rate is changing from semesters.
Typically, cannot increase only for performance reasons.

Funding Impacts for Graduate Students

Receipt of Funding is Delayed:

- If you made an offer to a student and funding is delayed, you must still place them on payroll and pay the student.
- They should be placed on local funds, and then the funding can be changed once the grant is received. (*work with AFO*)
- Delaying payment, is not allowed. You should honor the contract with the student to the best of college's ability.

Funding Ends Earlier than Expected:

- If you offered an appointment to a grad student for the whole semester or year, and funding ends early – work with your AFO to place them on other funds or reassign them for the remainder of the contract or term.
- Students are often dependent on their position for the term/academic year. It is important to help ensure our students are supported and able to progress academically without undue hardship.

Graduate Student Leaves

If a graduate student is going to be gone during their appointment period between 5 - 10 business days, they should inform the department and then be placed into a 'short work break' status via an ePAR. Once they have fully returned to the role, do a return ePAR.

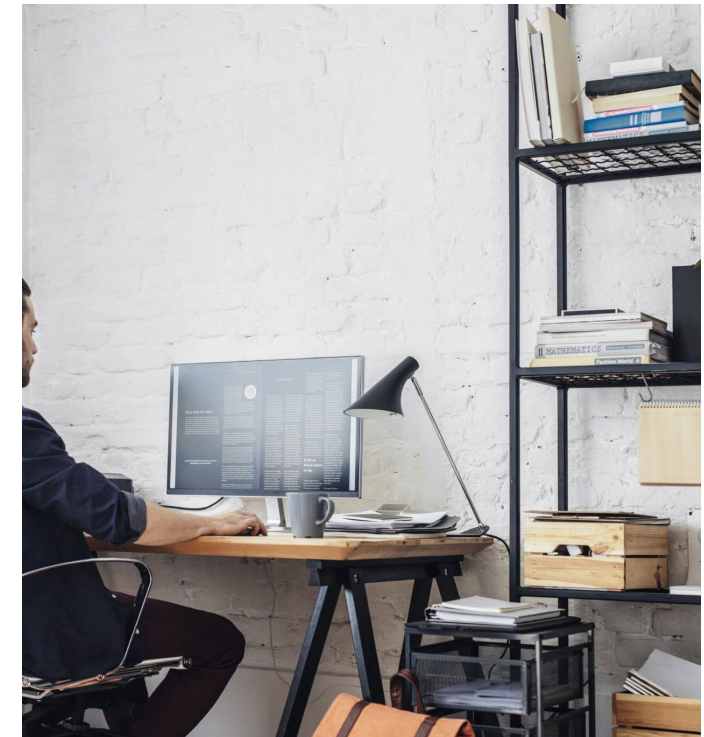
- If less than 5 days, and not traveling internationally, you can enter doc-time in EIS.

If the leave will be longer than 10 business days, enter a termination ePAR and a re-hire once appropriate.

*Salaried graduate students are not required to work or make-up hours during university holidays.

Flexible Work Arrangement Policy

- [Policy 05.022 Flexible Work Arrangements](#) was updated to reflect compliance with state law.
- Flexible Work Arrangements (FWA) are applicable to all employees and is effective immediately. *Non-exempt employees are prohibited from working outside the State of Texas.*
- This should be completed for **any** working hours completed off campus as that is their designated place of employment.
- Exempt employees – Salaried Graduate Students - requesting to work outside the State of Texas require additional approval from Human Resources and the Chancellor/President, where appropriate.
- Remote work requests must utilize the HR-designated form. This includes the reasons for the request, receives two levels of supervisory approval, and is to be renewed at least annually.
- All Requests for Hybrid/Remote Requests and Alternate Work Schedules are to be submitted in EIS under the “My Flexible Work Requests” tile.
- Questions should be directed to your [Human Resources Business Partner](#).





Summer 2026: Hiring Salaried Grads

Graduate students' workload in summer



To ensure compliance with the Affordable Care Act (ACA), salaried graduate students will be limited to a combined FTE of .73% (29 hours/week) for summer.

The max FTE for salaried grads students is 73% at 29 hrs a week for summer only.



F1 and J1 international students are limited to on-campus employment of 20 hours per week or less if they are enrolled during the summer semester. This limit is dependent on which summer semester they are enrolled in. Always check with the international office if you have any questions about FTE for international students in the summer.



If session dates overlap, be mindful that total FTE for those periods cannot exceed 73% due to the total FTE.



Graduate students cannot be in an A-Position during the summer, only an appointment.



All Spring records will automatically go into 'short work break' effective 6/1. There is no need to terminate these records unless there is a define purpose such as for visa compliance.

Summer Job Codes for Salaried Graduates

- These are the job codes that should be utilized in Summer.
- The 8W job codes should **not** be used in the Summer sessions.

Job Code	New Job Titles
0802	Teaching Fellow - Masters
0803	Teaching Fellow – Doctoral
0812	Teaching Assistant - Masters
0813	Teaching Assistant – Doctoral
0822	Salaried Grad Research Asst- Masters
0823	Salaried Grad Research Ast - Doctoral
0832	Graduate Services Assistant - Masters
0833	Graduate Services Assistant - Doctoral
0842	Sal Grad Rsch Asst Non-Acad - Masters
0843	Sal Grad Rsch Asst Non-Acad - Doctoral
0852	Grad Svcs Asst Non-Acad - Masters
0853	Grad Svcs Asst Non-Acad - Doctoral

Overview: Hiring Salaried Grads in Summer



- All summer salaried graduate jobs are entered via an ePAR.
- **Students cannot be returned on their record from Spring. A new ePAR is always needed for summer sessions.**
- Students do not have to be enrolled in courses during the summer session to continue working in a salaried role.
- Any new salaried graduate students who did not work in the Spring semester will need a Dynamic Form.
- If they are returning to their same role from Spring semester, no Dynamic Form is required.

2026 Summer Session Dates

Semester	Session Dates	ePAR Appointment Dates	FTE for 3 sch
3W1 (Maymester)	5/11-5/29	6/01 – 6/30	50%
5W1	5/18-6/19	6/01 - 7/15	50%
10W	5/18-7/24	6/01 - 8/31	25%
8W	6/01-7/24	6/01- 7/15	50%
5W2	6/22-7/24	7/16 - 8/31	50%

If session dates overlap, be mindful that total FTE for those periods cannot exceed 73% due to the total FTE.

In some cases, the ePAR dates may be different for GSAs and RAs as those ePARs could reflect actual days worked. If you are unsure, please reach out to Academic Resources!

HOLIDAYS (NO CLASSES): 5/25, 6/19, 7/4

Entering Summer ePARS for RETURNING Grads

- Salaried grads who were on payroll in the Spring
- Submit an ePAR as **HIRE** with **HIRE SUMMER SALARIED APPOINTMENT** as the reason.
- Do **not** return on any Spring records.

ePAR Header

Business Unit:	NT752	Home Deptid:	110100	Last Update Date/Time:		by:		ePAR
PAR ID:	NEXT		Academic Resources-Gen	Submitted Date/Time:				
PAR Status:	Initiated			Created by:	McAlister,Nicole Paige		npm0070	
Type of ePAR:	Employee Transaction			Phone:				
Action:	Hire							
Reason:	Summer Salaried Appointment							

Empl ID:  Empl Rcd: 0 Name: McAlister,Nicole Paige

Please enter effective date to populate current data
 Effdt: 

[Attachments](#)

Entering Summer ePARS for NEW grads

- New Salaried Grads starting in the summer
- Submit an ePAR as **HIRE** with the reason **HIRE SALARIED**.
- This is crucial for initiation of benefits eligibility processes.

Select Action and Employee

 ePAR Header

Business Unit:	NT752	Home Deptid:	110100	Last Update Date/Time:	by:
PAR ID:	NEXT	Academic Resources-Gen		Submitted Date/Time:	
PAR Status:	Initiated	Created by:	McAlister,Nicole Paige	npm0070	
Type of ePAR:	Employee Transaction	Phone:			
Action:	Hire				
Reason:	Hire - Salaried/Task				

Empl ID: 
 Empl Rcd: 0
 Name: McAlister,Nicole Paige

Effdt: 

Please enter effective date to populate current data
 [Attachments](#)

[Expand/Collapse All](#)

ePAR Chartstrings Summer 2026



Teaching ePARS

- All ePARs for TFs should include the summer purpose code of **11611**

Graduate Student ePARs (*non-TFs*)

- All ePARs for salaried graduate students (except for TFs) should include the purpose code **11532**

Fall 2026 Salaried Grad Hiring /Processes



2026-2027 Academic Year Overview

Session	Session Dates	Census Date	Payroll Dates	FTE (for 3 semester credit hours)**
Fall 2026	8/17 - 12/11	8/28	09/01 – 01/15	25%
Fall: 8 week 1 (8W1)	8/17 – 10/09	8/22	09/01 – 10/31	50%
Fall: 8 week 2 (8W2)	10/12 – 12/11	10/17	11/01 – 01/15	50%
Winter Session	12/14 – 01/08	TBD	TBD	50%
Spring 2027	01/11 – 05/07	TBD	01/16 – 05/31	25%
Spring: 8 week 1 (8W1)	01/11 - 03/05	TBD	01/16 – 03/31	50%
Spring: 8 week 2 (8W2)	03/15 – 05/07	TBD	04/01 – 05/31	50%

Employment Effective Dates

- Fall Only: September 1st – January 15th
- Spring Only: January 16th – May 31st
- BOTH Fall and Spring: September 1st – May 31st
- Long semester appointments (both fall and spring) cannot begin prior to September 1st and must end on May 31st.
- For RAs and GSAs starting work prior to 9/1, will need a separate summer ePAR to cover work in August. Payroll dates and working dates should be in alignment.



Salaried Graduate Student Job Codes

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

Summer is processed separately.

Job Code	New Job Titles
0802	Teaching Fellow - Masters
0803	Teaching Fellow – Doctoral
0807	Teaching Fellow Masters- 8 week
0808	Teaching Fellow Doctoral - 8 week
0812	Teaching Assistant - Masters
0813	Teaching Assistant – Doctoral
0817	Teaching Assistant - Masters - 8 week
0818	Teaching Assistant - Doctoral - 8 week
0822	Salaried Grad Research Asst- Masters
0823	Salaried Grad Research Ast - Doctoral
0832	Graduate Services Assistant - Masters
0833	Graduate Services Assistant - Doctoral
0842	Sal Grad Rsch Asst Non-Acad - Masters
0843	Sal Grad Rsch Asst Non-Acad - Doctoral
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Offer Process for Salaried Grads



Departments identify student and confirms appointment terms.



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.



Career Center will initiate the onboarding process and verify Section 2 of the I-9 verification.



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.

Dynamic Form Offer Process

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 job code for the work being conducted.
4. The salary should be in accordance with the Salaried Graduate Student Compensation Plan.
5. **The Offer Letter is built into the Dynamic Form.** If additional information is needed from department there is a space on the Dynamic Form for the department to fill out or upload.
6. Departments will be informed once Academic Resources reviews the form and orders the CHC if needed, and when the Career Center sends onboarding.
7. Once you receive confirmation of the completed form and the student has completed their I-9, you should proceed with the ePAR.
8. If a CHC was ordered, Academic Resources will send the completed notification separately to the administrative staff.
9. If the student changes from a Masters to a Doctoral student mid-year you do not need to do a dynamic form, only submit an ePAR with comments noting the reason for the change.

Please have all Fall dynamic forms submitted by Friday, August 1st to ensure timely processing.

Salaried Graduate Student Employment Offer Dynamic Form

Salaried Graduate Student Offer Details

Student Information

Student ID First Name Last Name Email Address

Summary of Salaried Graduate Student Role(s)

Department Number		Department Name	
Appointment Start Date		Appointment End Date	
Payroll Effective Start Date		Payroll End Date	
Role		FTE Percentage	
Any Additional Role		FTE Percentage	
Total Monthly Pay Rate		Total Hours Per Week	
Administrative Contact Name		Administrative Contact Email	

Supervisor ID

Supervisor ID

Offer Letter

It is my pleasure to offer you a Graduate Assistantship based on the terms detailed in this offer.

You will be paid in two equal installments on a semi-monthly basis. Your responsibilities are subject to change during the academic year. Your workload and monthly rate of pay for summer assignments may differ from your assignments during the fall and spring semesters.

Requirements and Responsibilities

Your department and supervisor may have other requirements and responsibilities related to your status as a graduate student and as a graduate student employee. You should check with them to make sure that you are aware of all of your obligations.

- You may be required to attend your department or college/school graduate student employment orientation.
- You should familiarize yourself with ongoing eligibility requirements for in-state tuition, the tuition benefit program, and other programs that may impact individual situations. Information may be found at <https://tgs.unt.edu/new-current-students/tuition-benefit-program>.
- All Teaching Fellows and Teaching Assistants whose first language is not English must provide verification from IELI (Intensive English Language Institute), confirming completion of English proficiency testing, as required by state law. Contact [IELI](#) at 940-565-2003 immediately upon your arrival to schedule your appointment for testing and provide your departmental contact the final test results to begin the hiring process.
- Your assignment requires you to be enrolled as a UNT graduate student. If your assignment requires you to be a full-time student, you must take a minimum of three graduate courses per semester (nine semester credit hours).
- Full-time students normally have 20 hours per week of instructional duties, which may include a combination of assisting with laboratory instruction, grading, and other course-related tasks.
- You should make satisfactory progress towards completing your degree.
- Contact your department regarding your detailed work schedule. Acceptance of this offer indicates that you agree to be available to

Onboarding Requirements

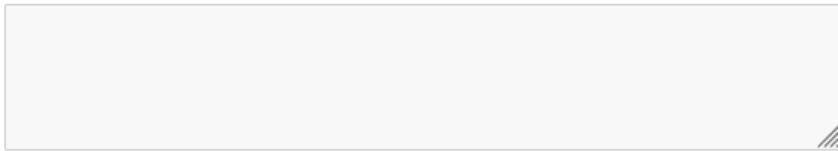
This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. **You are responsible for providing the university verification that you are eligible to work in the U.S. no later than three days following your start date.** You will not be permitted to begin working without proper authorization. Should you become ineligible or unavailable to continue your role at any time because of your immigration status, your employment is subject to immediate termination, in accordance with federal immigration laws and university policy.

Employment at UNT is also contingent upon a satisfactory criminal history check, which must be completed prior to your first day of employment. If the criminal history check returns an adverse report, you will be notified, and this offer may be withdrawn.

If you have any questions, contact your department chair or department administrative staff.

To accept this offer, please digitally sign this form and submit within five (5) days.

Please contact your department for any additional information that is required by your college/school such as required documents, forms, handbooks, etc. and instructions of where and when to return those documents.
(please see any additional information below)



Please view and download any attached documentation from the department:

 Attach File

Please list countries that you have lived in longer than six months within the past seven years.

UNT will utilize this information to conduct the required Criminal History Check. You CANNOT begin working until this is completed.

*

I accept the offer as described in this letter. I agree to abide by the terms, as well as by all rules and regulations applicable to graduate students at the University of North Texas.

Department Administrator Signature *

_____ Date

Graduate Student Signature *

_____ Date

Academic Resources Signature *

_____ Date

Career Center Signature *

_____ Date

Update:

Students are required to list the countries they have lived in for longer than 6 months within the past 7 years when signing the offer.

This information will allow us to conduct international background checks if necessary. This section will only appear when the student signs the dynamic form.

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: The first week of August – final date TBD

Spreadsheet Load for **Appointments** / Grad Rollover Process

Appointments can now be loaded for the Fall semester via a spreadsheet! The process will run in the Fall and Spring semesters to reduce ePAR volume for those returning to their same adjunct and salaried graduate appointment.

Process Overview:

- All salaried graduate student jobs excluding 8W appointment job codes may have their **SPRING** record rolled forward for FY27.
- This process also includes adjuncts (0700), adjunct faculty assistants (0710), ESL Adjuncts (0770), PhD Student Mentors (0703).
- Does not include any 8-week job codes.
- In the rollover you can **only change FTE, Salary ONLY!**
- At this time, you cannot include job code changes or chartstrings.
- Spreadsheets will be provided to colleges to review in July and return in August.
- You will the enter compensation rate and FTE for those returning to same role.

When to Process an ePAR | Grad Rollover Process

- Departments will be required to prepare ePARs for:
 - All new employees
 - Returning salaried graduate students not returned on either the Position or Appointment Rollover Sheets.
 - Any changes to data submitted on the rollover spreadsheets after they have been uploaded.
- They should be returned on their same Spring employment record whenever possible.
- If the graduate student is returning but will be hired on an appointment instead of a position, 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 automatically be terminated for you.



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





Questions