



School of  
Graduate Education

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Date: April 21, 2023  
To: College and Program Business Directors/Managers  
From: Michele Peck, Executive Business Manager  
Re: Summer 2023 Graduate Assistant (GA) Hire Guidelines

Please forward to **all** appropriate personnel in your departments.

[GA QRG page](#)

[GA hire/term dates](#)

[Graduate Assistant Funding and Tuition and Fees Designation Form - Summer 2023](#)

\*\*Inserting comments when making any GA changes in the system for the summer session is encouraged and appreciated. This will be helpful to me, and others, when we receive the GA information that comes through separately but are connected – example: GTA to GRA, along with extending the end date and changing the salary.

- 1) **New summer GA hires**
  - a) Refer to the current [QRG](#) for hiring (new) GAs in Oracle Recruiting
    - i) This includes GAs switching from one unit to another unit.
  - b) Some things to remember for completing the requisition.
    - i) Please do not send the GA funding form separately for initial summer GA hires – attach in the online requisition.
    - ii) GAs hired in May - select the Summer 2023 hire term, enter May 22 as start date, and enter your end date (ex. August 31).
    - iii) Please contact the Payroll Office ([payroll1@uwyo.edu](mailto:payroll1@uwyo.edu)) for the prorated stipend amount for the May payment.
    - iv) GAs hired in May – on the GA funding form, please include the full stipend amount, then provide the prorated stipend amount for May/June so the Payroll staff are aware of the prorated amount vs. the regular monthly stipend (ex. Jul-Aug). If you do not do this, I will not approve the hire.
    - v) If the start date is Jun 1, July 1 or Aug 1, no proration is required.
    - vi) Be sure to select the appropriate enrollment term in order for the hours taken field to populate correctly.
    - vii) In Oracle Recruiting system – insert the total stipend amount (not monthly amount, unless you are only hiring for one month).
- 2) **Continuing GAs in their current department**
  - a) Refer to the QRG for extending a GA position in the Costing Module.
  - b) Some things to note when completing continuing GA processes in the costing Module.
    - i) Please complete ALL initial summer GA extensions in the Costing Module – no matter whether changing funding source or not.

- ii) If applicable, change GA assignment (GTA to GRA, etc.), after you complete the extension process via the Costing module – currently a separate entry process in HCM.
- 3) **Additional GA hire information**
- a) If paying from one source for (May) June than a different source for the remainder of the summer, please remember to complete the appropriate process to properly change the funding source.
  - b) Summer GA Stipends
    - i) A full-time (20 hrs./wk.-.50 FTE) summer graduate assistantship **must** carry a monthly stipend award of at least \$1,425 for master’s students and \$1,982 for doctoral students. Students paid less than \$1,425 or \$1,982, monthly (at .50 FTE) in the summer should be hired as part-time employees not GAs.
    - ii) A half-time (10 hrs. /wk. -.25 FTE) summer graduate assistantship must carry a monthly stipend award of at least \$712.50 for master’s students and \$991 monthly for doctoral students.
  - c) Summer GA Tuition and Fees
    - i) All summer GAs must enroll for at least one credit hour, **but usually not more than six (CANNOT be continuous registration)**.
    - ii) Summer GAs are not required to take 9 credit hours in the summer semester
      - (1) This includes use of the School of Grad. Ed. T & F account for summer GAs – this acct. string is provided in the Summer T & F Process memo.
      - (2) Reminder: Grad. Ed. funds **cannot** be used beyond 6/30/23 (FY2023).
    - iii) When entering the tuition/fees line and using SGE funds, please select the option ‘Other’ and indicate in the tuition/fees comment section the number of credit hours requesting to be covered; otherwise, only one (1) credit hour will be covered.
    - iv) If your department is paying for all student fees (not just mandatory fees), you must indicate this in the other/departmental fees section.
      - (1) **If you do not know the \$ amount to enter, you must insert “all student/course related fees” in the comment/description box.**
    - v) From the T & F process memo: “Summer fee for first credit hour is \$534.72 and each additional credit is \$341.12 – this amount reflects only mandatory fees associated with the credit hour(s)”.
    - vi) Example: 3 credit hours; 1<sup>st</sup> one at \$534.72 – remaining 2 at \$341.12 each = \$1,216.96.
- 4) **Student Health Insurance**
- a) Domestic graduate students/assistants, who carried health insurance in the spring semester, are covered through the summer.
  - b) International graduate students/assistants, who carried health insurance in the spring semester, are covered through July 31; those who are enrolled in the fall 2023 semester have coverage that starts Aug 1.
  - c) For all other scenarios, please contact Risk Management for any questions regarding coverage and payment of student health insurance (6-3025 or [stuINS@uwyo.edu](mailto:stuINS@uwyo.edu)).
  - d) SHI resource pages: <https://www.uwyo.edu/risk/smi/index.html> and <https://www.uwyo.edu/risk/smi/faq-smi.html>.

Reminders:

- Employment dates may differ from enrollment dates. The GAs eligible for worker's compensation will be covered during the stated period of employment only.
- Please contact International Students & Scholars if you intend to hire a **new** incoming international graduate student as a GA during the summer semester.
  - ISS resource pages: <https://www.uwyo.edu/iss/current-students/employment-information.html> and <https://www.uwyo.edu/iss/department-information/index.html>.
- If you do not intend to extend your current GAs through the summer or continue them in the fall, please terminate them at the end of May (term: May 31) in HCM.

I have copied representatives from SFA, ISS, AR, PR, HR and RM, so I hope to receive feedback from them if I have provided incorrect information or forgot to mention something important. I will send out any corrections I receive.

If you have questions, please contact:

- Initial GA Hires in Oracle Recruiting, contact your designated Employment/Staffing Partner. If you're unsure who this is, please refer to the [Recruiter Responsibility](#) webpage, or contact Human Resources, [recruit@uwyo.edu](mailto:recruit@uwyo.edu).
- GA changes in HCM and/or the Costing Module, HR Records, [records@uwyo.edu](mailto:records@uwyo.edu) (307) 766-2259.
- Payroll Office, [Payroll1@uwyo.edu](mailto:Payroll1@uwyo.edu)

Please contact me regarding general GA hire questions and processes, [mpeck@uwyo.edu](mailto:mpeck@uwyo.edu) or (307) 766-6430.