**GRADUATE ASSISTANTSHIPS**

**Important Information: All steps need to be completed NO LATER THAN the 5th day after the beginning of the semester so it is important to this process early. Any appointments or requests submitted after that time may be denied.**

<https://www.stcloudstate.edu/graduatestudies/faculty-staff/grad-assistantships.aspx>

**Create & post position**

1. Determine funding source
2. Create a position description
	1. List GA supervisor and, if different,
	2. List a supervisor to be entered into student payroll to approve timesheets.
3. Create or copy position description in GA system for current fiscal year
4. Post position (methods can include Handshake, posting in department offices/bulletin boards/classrooms, etc, program listserv, or other communication systems your department may use)
5. Determine eligible candidates
* Must have a declared masters major
* Must have an approved application & be admitted to SCSU
* Must hold a 3.0 GPA (exception can be made for new students who do not have an established GPA)
* Must be enrolled in 8 credits for semester they hold an assistantship
* Departments may have other requirements in addition to these such as: higher minimum GPA, only available to students in program, etc.
1. Interview candidates
2. Offer position to candidate

**Begin hire steps in GA system & start hire paperwork**

1. Review approvers in GA system to ensure correct Chair, Responsible person for the budget, Dean/VP and any Proxy’s are up to date & correct.
2. Create appointment in GA system
3. Print hire letter, have candidate sign & return it to you, keep copy on file
4. Have candidate accept the position in the GA system
5. Create employment request in GA system & move to the next approver until it reaches Graduate Studies
6. The hiring unit where the GA will be working will complete necessary hire paperwork with the student. ORIGINALS should be turned in to Business Services:
* I-9 (an SCSU employee must see identifying documents in person & collect copies)
* MN W-4
* Federal W4
* If student is international additional information may be needed (ie: copy of application that they have applied for an SSN, I-20, etc.)
* All hire paperwork must be turned in to Dan Swan in Business Services. He can accept electronic copies of all documents EXCEPT the I-9. If you have questions on any hire paperwork, especially requirements for international students, please contact him directly.
1. If the GA is a new hire they must attend GA orientation

**Final Approval from Graduate Studies**

1. Your GA will be reviewed by the School of Graduate Studies once the approver is listed as “Graduate Studies” At that time all eligibility and hire paperwork requirements will be reviewed to ensure the GA meets the conditions & obligations set forth by SCSU policies.

**Other**

1. If a GA ends employment early you must notify Graduate Studies immediately
2. GA processing does hold up financial aid awards so it is important to ensure you are meeting the deadline.

**GA Timesheet Approval**

1. Effective Fall 2023, all graduate assistants are required to complete a bi-weekly timesheet for [student payroll in eTime](https://www.stcloudstate.edu/registeronline/default.aspx).
2. Pay periods are bi-weekly, ending on a Tuesday. The payroll distribution date (payday) is ten days later, or every other Friday. This schedule may be adjusted for holidays.
3. Hours are submitted day by day and must total each week what is listed on the Timesheet Data Entry document at the end of this document.
4. The listed supervisor will be responsible to review the submitted hours for accuracy and approve by 4:00 pm on Wednesday, the week prior to payday.
5. Supervisors access Student employee timesheets through the [Employee Home](https://www.stcloudstate.edu/humanresources/employee-resources/employee-home.aspx) Dashboard and the Student Employee Supervisor link.
6. Graduate assistant payroll is based on a stipend system. The hours to be paid are divided out over the course of the semester or academic year.
	1. **Time Sheet Entry** Graduate assistants will enter the prescribed hours listed on the time card spreadsheet each week. The number of hours listed is fairly consistent each week and will be less than the required number of work hours. For example, a full-time 20 hour/week GA will enter 37 hours per pay period but will work 20 hours/week for a normal week or the number of hours listed for a holiday week (16 for Labor Day week). Graduate assistants will continue to submit payroll over winter break. This will ensure biweekly checks are consistent and that graduate assistants do not miss a payment over winter break.
	2. Students who begin their work hours, Aug. 19-27 will work 20/10 hours over those days and enter 17/9 hours into payroll for that week.
	3. Students beginning Aug. 28 or later will begin entering hours the first Wednesday of the pay period in which they are hired as listed on the timesheet data entry form. If they wish to make up the missed hours to earn the full-stipend, you will need to schedule them to make up those hours and agree on when/how, they will be entered into payroll. There is a week over winter break 12/25-12/31 when no students are entering hours, make up hours can be entered this week. If you opt to have the student enter hours during the term, please remember that students cannot enter more than 20 hours/week or 40 hours/pay period into the [etimesheet](https://www.stcloudstate.edu/registeronline/default.aspx).
	4. Single semester graduate assistants will enter only the Fall hours or the Spring hours as listed on the Timesheet Data Entry document below to ensure full payment during the single semester.
	5. Full academic year graduate assistants not intending to continue for Spring will not enter any hours after Jan. 1 as these are spring hours to be worked.
	6. The department is responsible to cover any overage or to initiate student repayment of any over-payment.
7. Full-time graduate assistants must enter 330 hours/semester to earn the full stipend. Part-time graduate assistants must enter 165 hours/semester to earn the full-stipend. Graduate assistants cannot work more than 40 hours in a pay period.
8. It is the responsibility of the graduate assistant and the supervisor to ensure they are entering the hours as prescribed. The only variation would be if a student opts to use Earned Safe and Sick Time (ESST). This will replace allocated hours, eg. if a student typically works 37 hours per pay period, and uses 1 hour of ESST for a medical appointment, they will enter 36 hours of work time and 1 hour of ESST into payroll for the week.

### Resources

Payroll <https://www.stcloudstate.edu/businessservices/accounting/payroll/default.aspx>

* [Student Payroll Distribution Dates](https://www.stcloudstate.edu/businessservices/_files/documents/accounting/student-payroll-schedule.pdf)(pdf)
* [Student Direct Deposit](https://www.stcloudstate.edu/financialaid/direct-deposit-tax-info.aspx)
* [GA Hire Checklist for Departments](https://www.stcloudstate.edu/graduatestudies/_files/documents/ga-hire-checklist-for-departments.docx)(docx)

### 2024-25 Holiday and Break Dates

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| --- | --- |
| **Fall 2024** | **Spring 2025** |
| **Labor Day**, Sept. 2 | **Martin Luther King Jr. Day**, Jan. 20 |
| **Veteran's Day (observed)**, Nov. 11 | **Spring Break**, March 3-7 |
| **Thanksgiving Break**, Nov. 27-29 | **University Provost Summit**, April 16 |
| **Winter Break**, Dec. 16 - Jan. 7 |  |

**Resources**

1. GA Hiring Guide – step by step instructions for entering appointments & employment requests in the GA hire system [GA Hiring Training Manual](https://www.stcloudstate.edu/graduatestudies/_files/documents/ga-hiring-training-manual.pdf)
2. GA Handbook – policies related to assistantships [GA Handbook](https://www.stcloudstate.edu/graduatestudies/students/finances.aspx)
3. If you have any issues, questions, concerns, suggestions please contact:
	1. Melanie Guentzel mjguentzel@stcloudstate.edu or 308-2194
	2. Candy Swenson cmswenson1@stcloudstate.edu or 308-4793

An appointment can also be scheduled (outlook invite, zoom, Teams, Bookings)

1. Payroll <https://www.stcloudstate.edu/businessservices/accounting/payroll/default.aspx>
2. Supervisor Timesheet Approval Information [Minnesota State Student Payroll Supervisor Train the Trainer Guide (PDF)](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjT65_VhYyAAxXckIkEHS60CjcQFnoECBIQAQ&url=https%3A%2F%2Fwww.mnstate.edu%2Fglobalassets%2Fbusiness-services%2Fstudent-payroll-supervisor-etimesheet-guide.pdf%2F&usg=AOvVaw2vAeZCqouFwXmzqQ7buK59&opi=89978449)

**Full-Time GA Time Sheet Date Entry**

Review the information on Timesheets/Getting Paid in the Graduate Assistant Handbook at [**https://www.stcloudstate.edu/graduatestudies/students/finances.aspx**](https://www.stcloudstate.edu/graduatestudies/students/finances.aspx)

Graduate Assistants beginning work on 8/19-8/27 will enter their total hours beginning August 21 precisely as listed below for each week. The GA contract begins the 2nd week of the pay period. Entering your hours as listed will ensure you are paid consistently across the semester and accounts for breaks.

If you are using Earned Safe and Sick Time (ESST), this replaces your work hours 1 for 1, and work time does not need to be made up. If you are ill or need to be away for more time, you can enter your hours precisely as listed below and identy with your supervisor how you will make up missed time not covered by ESST.



**Note:** Total anticipated pay listed is the gross amount before taxes are removed.

**Part-Time GA Time Sheet Date Entry**

Review the information on Timesheets/Getting Paid in the Graduate Assistant Handbook at [**https://www.stcloudstate.edu/graduatestudies/students/finances.aspx**](https://www.stcloudstate.edu/graduatestudies/students/finances.aspx)

Graduate Assistants beginning work on 8/19-8/27 will enter their total hours beginning August 21 precisely as listed below for each week. The GA contract begins the 2nd week of the pay period. Entering your hours as listed will ensure you are paid consistently across the semester and accounts for breaks.

If you are using Earned Safe and Sick Time (ESST), this replaces your work hours 1 for 1, and work time does not need to be made up. If you are ill or need to be away for more time, you can enter your hours precisely as listed below and identy with your supervisor how you will make up missed time not covered by ESST.



**Note:** Total anticipated pay listed is the gross amount before taxes are removed.