

Graduate Assistantship End of Term / Summer EPA Creation Notes

Graduate Assistantship Title & Associated Codes are as follows (Pin=M9+4 digits; example M91234)

Title Code	Description	Max Effort	Object Code	Pay Indicator
9015	GAL – Grad Assistant Lecturer	100%	1416	C
9009	GAT – Grad Assistant Teaching	50%	1415	C
9004	GAR – Grad Assistant Research	50%	1325	C
9003	GANT – Grad Assistant, Non-Teaching	50%	1525	F (hourly paid; <23,600/yr)
9020	Grad Assistant Hall Director	50%	1525	C (GANT but paid monthly)

- A. A Grad in a 12-month budgeted position can work in a student title code wage pin **ONLY with OGAPS approval**. The student title code EPA should have a pay type of “No Insurance – (P)” to avoid benefits premium issues.
- B. A Grad whose position expires 5.31.xx but IS expected to return 9.01.xx to the same pin can work during the summer in a student title code wage pin as a “rehire”. No EPA is needed to term or vacate the grad pin. If it is later determined that the Grad will not be returning 9.01.xx to the same pin they should then be terminated
- C. A Grad whose position expires 5.31.xx but IS NOT expected to return 9.01.xx to the same pin can work during the summer in a student title code wage pin. Two EPAs should be processed; one to end term on grad pin as a Transfer Out (TO); the other to Transfer In (TI) to the student position.
- D. Unlike a regular Transfer Out / Transfer In that must have the same action effective date, if an EPA is submitted for a grad that is “End of Term” and Transfer Out (TO) to a wage pin, the Transfer In (TI) EPA would be dated for the following date. Use of “End of Term” allows the grad employee to be paid through the last day of the term. This is considered to be No Break in Service. (Example, EPA to End Term and Transfer Out (TO) would be dated 5.31.xx & the EPA to Transfer In (TI) would be dated 6.01.xx)
- E. End of Term with Later Transfer – Sometimes a grad term ends 5.31.xx but they won’t transfer into a different grad pin until later in the summer, the end of term transfer out date will still be 5.31.xx; the new grad position / pin Transfer In can be a later date (such as 8.15.xx) during the same fiscal year if that is the start date; this is not considered a break in service.

In this case, it should be very clear in the comments section of both the transfer out and transfer in EPA that there is no break in service; make sure to reference the two pins and effective dates accordingly. Also, the two departments will need to work together on the funding of the summer employer contribution.
- F. Grad Title Codes can be changed in one EPA. They will never be a reclassification (RC); they should be a Change Title (CT) or a Change Period (CP).
- G. Positions in addition to an employee’s Graduate Assistantship should only be added for the approved time as per OGAPS approval form. In 2015 OGAPS started approving only on a per

semester basis rather than fiscal year. For example, if an employee is a GA at 50% in an M9 pin and gets approval to work in wages from 1.01.17 thru 5.31.17 the wage position should only be for that time instead of the normal twelve months.

The same conversely applies if an employee working in a wage position has a GA position added. *Review the OGAPS form. Both pins should match the OGAPS approval;* one or both departments may need to prepare an EPA to adjust the period of their pin or an extension / update can be requested from OGAPS if both positions should end on a different date.

- H. Departments should contact OGAPS if they have any questions concerning the hiring process for grads or HR for any benefit questions or issues for grads.