

CLAS TA & RA FAQ

Finance

- 1) What MFK do I use for TA appointments? Does it matter if the TA is assigned to an online or distance education course?

TA appointments have to be processed in the hiring org/department of the course using the MFK 050-11-DEPT-0000-52575000-5035-000-0000-10-0000. If a TA is teaching extension courses, use the MFK 050-11-DEPT-00000-54320000-5035-OACT-0000-XXX-10-0000. The OACT account is the AY plus the semester, so it will change each year. The OACT for summer 17 semester extension courses is 171, for fall semester 173, and for spring 178. For summer 18 semester, you would use 181, for fall semester- 183, and for spring- 188 (these numbers change every year). OACT's for Extension salary MFK always start with the year in which the summer semester started and then add a 1 for summer, a 3 for fall, and an 8 for spring semesters. See examples below.

Summer 17	171
Fall 17	173
Spring 18	178
Summer 18	181
Fall 18	183
Spring 19	188
Summer 19	191
Fall 19	193
Spring 20	198
Summer 20	201
Fall 20	203
Spring 21	208

The tuition for any TA appointments made on fund 050 will post to the following accounts:

- Fall TA Tuition: 050-11-DEPT-00000-54130201-10
- Spring TA Tuition: 050-11-DEPT-00000-54130202-10

- 2) Under what circumstances will CLAS consider funding an RA position?

As a general rule, CLAS does not fund RA positions unless permission has been given by the Dean's Office. If you have approval to hire an RA on 050 funding, RA's should be appointed using the following OACTs: 110 Grant Release, 165 DEO Supplement, and 310 Faculty Startup

- 3) How does CLAS decide how many TA lines to allocate to the departments?

CLAS looks over the TA reports, course information, enrollment growth, academic hours, and TA's loads to help determine the TA lines for the departments. If additional TA needs arise, additional TA requests should be submitted through the CLAS Max 2.0 Request System. This includes extension requests.

- 4) How is the tuition waiver impacted when a student is gone for a part of the semester?

To qualify for the scholarship, they need to hold the assistantship at least for the last 38 instructional days. If a student is terminated early the scholarships are removed and the student is required to refund the University the tuition and fee stipend. This would also happen if a student starts their appointment after the semester has started, but before the mid-way point, and is then terminated before the end of the semester. To be sure that a student is eligible for tuition and mandatory fee scholarship under different circumstances you can check with the Registrar's Office (Brian Ruden, MAUI Scholarship Workflow & 3rd Party Invoicing, University of Iowa Billing Office)

- 5) Where can I find the tuition and fee table?

<https://www.maui.uiowa.edu/maui/pub/tuition/rates.page>

Be sure you select the appropriate semester and college (select Graduate College and CLAS for the Curricular College from the drop down lists for graduate TA and RA)

- 6) Why is there tuition and fees for 0 credit hour courses?

The Graduate College recently started to charge for 0 sh courses (same dollar amount as 1 sh). This will not impact your TA/RA out of pocket classes UNLESS they are enrolled for less than 9sh. If they are enrolled in less than 9sh, they will see a charge on their Ubill for all of the tuition and fees for the course because 0 sh courses are not covered by the tuition stipend

- 7) How do I process a TA appointment when there are multiple funding sources?

If all areas agree, you can process the appointment in a "home" department with the amount charged to each MFK according to effort on various funding sources. Otherwise, more than one appointment may need to be processed for each department and/or funding source

- 8) How is tuition transferred to an MFK if there is an Accounting Only Change of Status processed?

A tuition change will automatically occur for any change of status (COS) to a TA or RA MFK that is processed through the reappointment system.

- If no COS is needed, but tuition needs to be moved, you need to request an override (example: move tuition off a 500 or 510 to a 240 fund).
 - This may be done by sending an email to grad-cogsscholarships@uiowa.edu before December 16.
- Overrides can be created for the full tuition/fee amount charged to an MFK, but if a split is needed, a MAUI scholarship recipient form needs to be used.
 - Please follow up with an email to Brian Ruden and Jennifer Crawford explaining the request.
- Any changes after the closing of the reappointment system will need to be done as follows:
 - A MAUI scholarship recipient form is submitted and an email needs to be sent to Brian Ruden in the Billing Office to let him know that the form is not a new award but to move an existing award.
 - Copy Jennifer Crawford so when the form gets to the Graduate College she will know to approve it.

- If you have any questions, please contact Jennifer Crawford, 5-3493, or Brian Ruden, 4-2019.

9) How do I calculate the graduate/undergraduate hourly rate?

- Take the AY salary divided by the percentage of appointment. This gives you the equivalent 100% appointment.
- Divide that number by the total days in the academic year (168 days in the AY). This gives you the daily rate.
- Divide that number by 8 to get the hourly rate.

Situation #1

In some cases, departments wish to pay a student for working a few extra hours for a short period of time due to illness of another student, paper grading, etc. Therefore, an hourly rate may need to be determined.

Example: A 50% TA is making \$16,575 for the AY. How much does he/she make on an hourly basis?

- $\$16,575 / .50 = \$33,150$ (100% AY equivalent)
- $\$33,150 / 168 = \$197.32/\text{day}$
- $\$197.32 / 8 \text{ hours per day} = \$24.66/\text{hour}$

Situation #2

In some cases, a faculty member may have some research/discretionary funds that they wish to use to pay a graduate student for doing research. Therefore, the hourly rate will help determine what percent of appointment can be offered with the funds available.

Example: The total funding available is \$5,000. How many hours can you appoint an RA to assist the faculty member for a period of 15 weeks?

1. You need to determine what portion of the \$5,000 can fund the salary, taking into consideration the fringe rate. For FY08/09 with a fringe rate of 19%, the salary would be \$4,201 ($\$5,000 / 1.19$).
2. Take the salary (\$4,201) divided by the hourly rate of \$24.66. You could fund 170 hours of work.
3. 170 hours over a period of 15 weeks would be 11.33 hours per week, or a 28.0% appointment.

10) How do I convert TA/RA salaries between Academic and Fiscal Year?

To convert an academic year salary to a fiscal year salary, multiply the academic year salary by 11/9 to get the fiscal year equivalent. To convert fiscal year salary to academic year salary, multiply the fiscal year salary by 9/11 to get the equivalent academic year salary.

The reason 11 is used rather than 12 for these conversions is that a fiscal year salary also includes 1 month of vacation. A fiscal year appointee can be paid for 12 months by working for 11 months and taking vacation for 1 month. NOTE: Academic appointments do not accrue vacation and when converting from fiscal to academic the vacation is paid out.

HR

- 1) Where can I find information about how to complete an I-9?

UIHR has created a best practice guide, which can be found here

https://hr.uiowa.edu/sites/hr.uiowa.edu/files/I-9%20BEST%20PRACTICE%20GUIDE_0.pdf

- 2) Can a graduate student have a 50% assistantship and work a bi-weekly appointment?

No, University of Iowa students are limited to working 20 hours per week; the exception is winter break, spring break, and summer session or with written approval from CLAS and the Graduate College

- 3) What if the student has a less than 50% assistantship?

This is fine as long as the total hours worked per week do not exceed 20. Standard percentages for appointments are 25%, 33%, 37.5%, 50%, 62.5%, 66.7%, and 75%.

- 4) How many hours can a TA/RA work over break?

Student employees can work up to 40 hours per week over winter break, spring break, and summer

- 5) Can graduate students work as a student after they have graduated?

No, you will be unable to process a Summer Support form for a TA in the summer after their Graduation termination has been processed.

- 6) How can I tell how many hours a TA or an RA are working on a bi-weekly appointment?

All bi-weekly appointments will default to show 20 hours when you look up their current active appointment in HR Reports. You will either need to find the bi-weekly appointment transaction or confirm with the student how many hours per week they are working.

Per Payroll: "...all biweekly appts – student & non-student – are coded with 20 standard hours/week. The hours on the form are not used. Biweekly appts are driven from hours submitted, which can fluctuate week by week. It would be impossible to maintain an accurate hrs/week figure. It has been this way as long as I can remember."

- 7) Can I hire graduate students, without an assistantship, on an hourly basis?

You should not appoint graduate students as hourly employees for performing the same work as students with an assistantship. All graduate students performing the same work should have the same appointment, salary, and benefits.

- 8) When should I terminate a graduating TA/RA?

You should terminate them as soon as you know they will be graduating. Be sure to select graduating for the reason and not end of employment. This is because it will impact their benefits and their summer coverage

- 9) What code should I use when terminating graduate students?

If the student is graduating you should use EE-Graduation. If they are not graduating and will not be working as a TA/RA for ANY university department the next semester, use code EE-End of Employment/Appointment

10) What happens to a TA/RAs benefits when they graduate?

Students who HAVE a spring graduate assistantship or fellowship and are already enrolled in insurance, can enroll for continued coverage (up to 18 months) through COBRA. This information will be mailed to their residing address. To ensure their paperwork is received in a timely manner, have them visit MyUI and verify that their residing address is correct. Coverage, when elected, will begin June 1.

Students WITHOUT a spring graduate assistantship or fellowship can enroll for up to 12 months of continued coverage under the "departing student" program. Coverage, when elected, will begin June 1.

11) How are the benefits impacted of a student who previously worked as a TA/RA in the spring, academic year and is graduating in the summer?

August graduates benefits should continue through the summer and will end on August 31st.

12) What termination code should I use for a student who has a spring academic year appointment, is graduating in August, but does not have a summer appointment?

The termination should be coded ER-End of Employment/Appt and add to the notes *DATA ENTRY TEAM Please note benefits will continue until August 31

13) Where can I find more information about graduate student benefits?

For more information, please visit <https://hr.uiowa.edu/benefits/health-insurance-graduate-students>.

14) The reappointment system is closed, but I need to change the % effort

You can change the percent effort in the HR Transaction System in Employee Self Service with a Change of Status form

15) How do I read their recent employment history in Employee Self Service?

Records in Employee Self Service are grouped by record numbers and then chronologically

16) How does an RA access the research ethics course (CITI)?

Information about CITI can be found here <https://hso.research.uiowa.edu/certifications-human-subjects-protections-citi>

17) Can I appoint a graduate student as TA and as an RA and/or Fellowship on the same offer letter?

No, they should always be on separate letters

18) When should I process a LWOP (leave without pay) vs a short term appointment?

Short-term appointments do not make the student employee eligible for GradCare benefits nor tuition scholarships. If a student missed the first part of the semester -- for an acceptable reason -- it is best to give them a semester appointment and put them on Leave Without Pay for the days before their return. This maintains their student status and does not affect their health insurance. However, they must work the last 38 days of the semester to be awarded a tuition scholarship. And it only works for late starts; it does not work if a student works the first 38 days of the semester and then leaves. In those cases, the student employee would not be eligible for a tuition scholarship.

19) How does changing from an FY to a AY appointment impact the graduate students benefits?

Terminating a FY appointment in July ends their benefits effective July 31. If the graduate student is then appointed on an AY appointment, their benefits will not begin until September 1; this leaves a gap in insurance coverage for one month.

The student can pay for COBRA or apply for insurance under the “regular” student insurance for the month of August. Here is a link to information regarding the COBRA costs of this:

<https://hr.uiowa.edu/benefits/cobra-premiums>

20) AY 18-19 TA/RA Appointment Guidelines

Semester(s)	Percentage	Hours p/wk	H.T.E.	Pay
AY	50.00%	20	1.00	\$19,236
AY	33.33%	13.2	0.67	\$12,823
AY	25.00%	10	0.50	\$9,618
AY	12.50%	5	0.25	\$4,809
Fall Semester	50.00%	20	0.50	\$9,618
Fall Semester	33.33%	13.2	0.33	\$6,411
Fall Semester	25.00%	10	0.25	\$4,809
Fall Semester	12.50%	5	0.125	\$2,405
Spring Semester	50.00%	20	0.50	\$9,618
Spring Semester	33.33%	13.2	0.33	\$6,411
Spring Semester	25.00%	10	0.25	\$4,809
Spring Semester	12.50%	5	0.125	\$2,405

PayGroup 7 - AY 10 pay (ten equal payments September 1 - June 1)

PayGroup A - Fall Semester (five equal payments September 1 – January 1)

PayGroup B - Spring Semester (five equal payments February 1 - July 1)
PayGroup 1 - Fiscal Year appointment

Summer Appointments

- 1) How many courses can a student be appointed to in the summer?
 - a) Students can be appointed as TAs up to 100% in the summer. A sole responsibility course counts as a 50% appointment (just like faculty), so the maximum number of sole responsibility courses would be two.
 - b) TAs who are discussion and lab section leaders are often 25% appointments, depending on enrollments. Again, you can go up to 100%, or a maximum of four 25% appointments.

- 2) What is the calculation for summer grader TAs?

TA Summer Appointment Calculations for Graders

to determine percentage of appointments and work hour expectations

4-week Session:

100%; 160 hours total; 40 hrs/wk

50%; 80 hours total; 20 hrs/wk

25%; 40 hours total; 10 hrs/wk

6-week session:

50%; 160 hours; 27 hrs/wk

25%; 80 hours; 13.5 hrs/wk

12.5%; 40 hours; 6.7 hrs/wk

8-week session:

50%; 160 hours; 20 hrs/wk

25%; 80 hours; 10 hrs/wk

12.5%; 40 hours; 5 hrs/wk

- 3) How much do I need to pay graduate students working over the summer?

You should pay graduate students the equivalent of their academic year salary broken down to the hourly rate on a Summer Support form. If the graduate student's summer work is not the same as the work they perform in the academic year, you can pay them on a Temporary P&S form at a salary that is appropriate for the work being performed.

See below for how to calculate the hourly COGS rate.

1. Take the AY salary divided by the percentage of appointment. This gives you the equivalent 100% appointment.

2. Divide that number by the total days in the academic year (168 days in the AY). This gives you the daily rate.

3. Divide that number by 8 to get the hourly rate.

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2. Take the salary (\$4,201) divided by the hourly rate of \$24.66. You could fund 170 hours of work.

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Graduate student reappointment system

1) Undergraduate TAs (FT18) are also in the reappointment system

2) Termination of records cannot be processed in the reappointment system.

Terminations are completed in Employee Self Service > HR Transaction System

- 3) What do I need to do if a student has a TA and an RA record in the reappointment system?

If the student will continue to work as a TA and as an RA you can process the reappointment the same as all of the other appointments. If not, you will need to terminate the record that the student will not have in the upcoming semester.

Terminations are processed in Employee Self Service > HR Transaction System

- 4) When do I use "Save" vs. "Save and Finalize"?

Use save when you want to save updates you have made, but you are not finished with the record. Use "Save and Finalize" when you are finished and do not plan to make any additional changes

- 5) What's the difference between "Save" and "Save and Finalize"?

When the record is "Saved", other people viewing the reappointment system know you are still working on the records. When the record is "Saved and Finalize" people viewing the system know that the record has been worked and is up to date.

- 6) How do I process a transfer in between departments?

- a. Contact the department the student will be transferring to for the position number OR use the bucket number (0008xxxx, xxxx= department number)
 - i. If a bucket number is used, the new department will need to add the actual position number in the reappointment system
- b. Further information can be found on the CLAS ASG Wiki
<https://wiki.uiowa.edu/display/dwllcwiki/CLAS+ADMIN+SITE> under CLAS Admin Resources (Files) > Graduate Students > Graduate Assistant Reappointments Training Manual and/or Training (How To) Videos

- 7) We are hiring a graduate TA/RA, but the transferring department processed a termination form instead of transferring the student to our department in the Reappointment System. What do we need to do?

The department that processed the termination needs to contact the Payroll Office to send the form back to be voided. Then proceed as you would for any transfer.