

Current Grad Assistants working through the summer? What should I do?

All Grad Assistant Business Process' should be completed by **May 17, 2018** to show up on your Pay Calc Results by period report. Please ensure all Business Processes are completed in a timely manner as this will affect the employee's insurance deductions.

Current Grad Assistant - NOT Enrolled for enough hours in summer (6 hours) to be Grad Assistant, but returning to Grad Assistant in Fall

- Eligible to maintain benefits thru summer
- All summer premiums will be deducted from May payroll
- HR/Payroll action for Grad position– Workday position annual work period and Disbursement plan period thru dates should all end 05/31 or before. If the position already reads like this, you don't need to do anything to the position.
- If dates need to be changed, process the Change Job BP to correct the period dates to end 5/31 or before with an effective date of 5/1/18. **The business process must be complete by 5/17.**
- **DO NOT TERMINATE, DO NOT TRANSFER and DO NOT MODIFY THE GRAD POSITIONS OTHER INFORMATION since the student is coming back!**
- They are eligible to work in a “student worker” position for the summer, with no benefits deducted.
 - Process an “add additional job” BP to create the student position or temp/casual position. Please use an effective date of 6/1/18 and end date of 8/31/18. **The business process must be complete by 5/17.**

Current Grad Assistant – Enrolled for enough hours (6 hours) and will Continue as Grad Assistant through summer

- Eligible to maintain benefits through summer with premiums being deducted each month as normal.
- HR/Payroll action for Grad position – Workday position annual work period and Disbursement plan period thru dates should all end 08/31. If the position already reads like this, you don't need to do anything to the Grad position.
- If dates need to be changed, process the Change Job BP to correct the period dates to end 8/31 with an effective date of 5/1/18. **The business process must be complete by 5/17.**
- **REMINDER:** The 12-month employee will continue to get paid even if there will be no costing allocation for the summer.

Current Grad Assistant – NOT enrolled for enough hours in summer (6 hours) to be Grad Assistant and NOT returning to Grad Assistant in Fall

- NOT eligible to maintain grad assistant benefits through summer
- HR/Payroll Action for Grad position – process the Terminate or Transfer business process **AS SOON AS POSSIBLE** with the appropriate effective date
- **The business process must be complete by 5/17.**