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.**