



June 22, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: Early Start Dates for Graduate Assistants

After consulting with OGAPS and the AgriLife benefits office, the following is guidance for how to handle the annual work period/disbursement plan period in Workday for departments who may want to hire/start Graduate Assistants early on August 16 in preparation for the August 19th start of classes:

For Graduate Assistants working in the Fall Semester only:

The annual work period selected in Workday can be August 16 - December 31 (4.5 months) - in order for them to be benefits eligible. The end date of the appointment is up to the department, unless the Graduate Assistant is graduating in December and not continuing enrollment at TAMU the following semester (Spring 2021).

For those graduating in December, per OGAPS they should be terminated on December 11, 2020 but will still have will have insurance (if enrolled) through December 31, 2020.

IMPORTANT: The department will have to **remember** to terminate the Grad Assistant in Workday with an effective termination date of December 11, BEFORE payroll runs for December – or they will be overpaid.

For Graduate Assistants working in both the Fall and Spring:

The annual work period in Workday can be August 16 - May 15 (9-month appointment). You may also still use any Annual Work Period that is 4.5 months or more and begins September 1 if that is when your Graduate Assistant will begin work.

If you have questions on grad insurance contact Vicki Welch and if you have questions on Workday processes, please contact your HR Generalist.