### Scenarios

<table>
<thead>
<tr>
<th>No summer appointment but will return in the fall</th>
<th>GAT – 9009 (9 month teaching appointment)</th>
<th>GANT -9003 / GAR – 9004 (12 month non-teaching / research appointment)</th>
</tr>
</thead>
</table>
| • No Action. Will retain insurance benefits throughout the summer *  
  • If GAT is NOT going to work the latter part of the month of May, use Unpaid Time Off.**  
  • **DO NOT USE** Leave of Absence to place GAT in an unpaid status (Leave of Absence is applicable when absent for 30 days are more; however, the GAT is a 9-month term)  
  
  *9-month teaching appointment earned benefit eligibility under the GAT position IF returning to a position in the Fall.  
  ** If an Absence Partner or Manager submits Unpaid Time Off on behalf of the Grad Assistant, there will be no routing for approval.  
  Unpaid Time Off must be approved in a timely manner when Graduate Assistant submits the request. Absence Partners should be running their Absence Partner View All Worker Time Off report. |
| • Use Unpaid Time Off if unpaid for less than 30 days  
  • Use Leave of Absence when GAR / GANT will be unpaid for 30 days or more but will return to a GA position in the Fall  
  • Leave of Absence memo will be sent to employee from Engineering HR Benefits office  
  • **Not eligible** for state contribution during Leave of Absence  
  • When placed on Leave of Absence the individual will be billed for insurance |

### Not returning to employment in the fall

| Should be terminated immediately as of last working day  
| *Katie Cates needs to know before May calculates if a GAT is not returning*  
| COBRA packet is mailed to the individual by P&A group |

### Expected return in the fall, does not return

| Should be terminated from the position/employment immediately upon notification to the department  
| Use 5/31/2018 for the termination date (or last working day in May)  
| Individual will lose coverage for the summer if you initiate the termination after May and the employee will be refunded for overpaid summer insurance premiums and the SGIP will also be refunded |

| Leave of Absence  
| Should be terminated immediately as of last working day  
| Can terminate on Leave of Absence  
| COBRA packet mailed to the individual by the P&A group |

*Continued on next page*
### Scenarios

<table>
<thead>
<tr>
<th><strong>Expected return in the fall, does not return</strong></th>
<th>GAT – 9009 (9 month teaching appointment)</th>
<th>GANT -- 9003 / GAR -- 9004 (12 month appointment)</th>
</tr>
</thead>
</table>
| For Example, if the department is notified in July that the individual will not return, the termination date should be 5/31/18 (as long as they are not in another position) and the individual will lose the coverage for June and July and all summer premiums will be refunded. | • additional job as a student technician) the termination date will be affected by the second position and may not be the last working day of the GA position  
• When terminated Benefits will end on the last day of the month in which the termination is effective |  |
| • COBRA packet is mailed to the individual by P&A Group  
• Depending on when you are notified and if the individual is in another position (for example add additional job as a wage GSW) the termination date will be affected by the second position and may not be the last working day of the GAT position. Benefits will end on the last day of the month in which they are terminated. |  |  |

| **Graduating** | |  |
| College of Engineering Spring 2018 Commencement is scheduled for Saturday May 12, 2018  
• International students, per visa regulations, cannot work beyond the date of graduation (last eligible date to work is 5/12/2018), if eligible; may have earlier termination date  
• US Students can work up to 2 weeks beyond the date of graduation (to 5/25/2018) provided he/she is working and will be performing the same duties/responsibilities performed in the assistantship position | College of Engineering Spring 2018 Commencement is scheduled for Saturday, May 12, 2018  
• International students, per visa regulations, cannot work beyond the date of graduation (last eligible date to work is 5/12/2018), if eligible; may have earlier termination date  
• US Students can work up to 2 weeks beyond the date of graduation (to 5/25/2018) provided he/she is working and will be performing the same duties/responsibilities performed in the assistantship position |  |

| **Reduction in Effort** | |  |
| • Employed during the summer at less than 50% and is returning in the fall has already earned summer insurance benefits  
• Workday BP Job Change/Change Job/Data Change/Hours or Work Period Change | Reduced during the summer to less than 50% effort insurance will end on the last day of the month the employee worked at 50% effort  
• COBRA packet is mailed to the individual by P&A Group  
• When returning to 50% effort, individual will have a new 60 day waiting period for the State Contribution and will need to re-enroll in benefits through Workday  
• Workday BP Job Change/Change Job/Data Change/Hours or Work Period Change |  |
<table>
<thead>
<tr>
<th>Scenarios</th>
<th>GAT – 9009 (9 month teaching appointment)</th>
<th>GANT – 9003 / GAR – 9004 (12 month appointment)</th>
<th></th>
</tr>
</thead>
</table>
| Extension of appointment        | • GAT who is employed as a GAT during the summer should be extended to a twelve (12) month appointment if working all summer (can use 11.5 term as well) or 10.5 appointment if working first summer term
• If different supervisor can move position during the Job Change to extend the appointment (make sure new supervisory organization has been created)
• If GAT is only teaching 2nd summer term, then you will need to add a job as a 1.5 appointment term
• If GAT is moved to a 11.5-12-month appointment after May payroll calculates all insurance premiums will be pulled for summer insurance benefits on the June 1 paycheck
• Funding source(s) used for the summer insurance premiums will be based on the May funding source(s) for the 9-month GAT position. If a situation comes up where funding needs to be updated, this must be communicated to Engineering Payroll (Ruth Rios) |                                | • Not Applicable                  |
| Graduate Student Worker Position (summer employment) | • Review Graduate Student Worker Chart                                                                | • Review Graduate Student Worker Chart          |                                |
| Working more than 20 hours per week | • Process has been updated
• GAT/GANT/GAR employees can work up to 29 hours per week during summer semesters with PRIOR approval
• Use the OGAPS form Academic Department Approval for Graduate Assistant >50% Effort Request on the OGAPS Forms & Information web page http://ogaps.tamu.edu/Buttons/Forms-Information under Faculty & Staff Forms and Information / Student Employment / Request for a Graduate Assistant to Work Additional Hours
• Updated instructions are located on our Engineering HR Forms web page http://tees.tamu.edu/personnel/forms/ | • Process has been updated
• GAT/GANT/GAR employees can work up to 29 hours per week during summer semesters with PRIOR approval
• Use the OGAPS form Academic Department Approval for Graduate Assistant >50% Effort Request on the OGAPS Forms & Information web page http://ogaps.tamu.edu/Buttons/Forms-Information under Faculty & Staff Forms and Information / Student Employment / Request for a Graduate Assistant to Work Additional Hours
• Updated instructions are located on our Engineering HR Forms web page http://tees.tamu.edu/personnel/forms/ |                                |
### Summer Employment for Graduate Students

#### Scenarios

<table>
<thead>
<tr>
<th>Scenario</th>
<th>GAT – 9009 (9 month teaching appointment)</th>
<th>GANT -- 9003 / GAR – 9004 (12 month appointment)</th>
</tr>
</thead>
</table>
| Approvals | • Approval from the Associate Provost for Graduate and Professional Studies is needed for:  
  o GAT hired/working at more than 50% effort (not to exceed 29 hours/72.5% effort), submit via Academic Department Approval for Graduate Assistant >50% Effort Request on the OGAPS Forms & Information web page http://ogaps.tamu.edu/Buttons/Forms-Information under Faculty & Staff Forms and Information / Student Employment / Request for a Graduate Assistant to Work Additional Hours Routing Instructions are available at http://tees.tamu.edu/personnel/forms/  
  • The following requests should be submitted via a business process in Workday and will route for approval:  
    o When a department wishes a reduction in salary for current GAT position (Request Compensation Change); Comments must include justification  
    o For a request to reduce the percent effort to less than 50% (Job Change/Transfer, Promote, or Change Job/Data Change/Hours or Work Period Change)  
    o Position Reclassification from a GAT position to a Graduate Student Worker position when the graduate assistant is in his/her final semester  
      1. Submit and receive the approved Graduate Student Worker Request form available at http://tees.tamu.edu/personnel/forms/  
      2. Edit Position Restrictions – Reclassification  
      3. Job Change – Data Change/Position Reclassification  
      Attach the approved Graduate Student Worker Request form  
    o Approval will NOT be needed to appoint a GAT to a wage Graduate Student Worker for the summer as long as the student will return to a GAT/GAR/GANT position in the fall semester.  
    o PRIOR approval is needed for a GAT to maintain employment in a work setting other than the designated headquarters (College Station). A request must be proposed | • Approval from the Associate Provost for Graduate and Professional Studies is needed for:  
  o GANT/GAR hired/working at more than 50% effort (not to exceed 29 hours/72.5% effort), submit via Academic Department Approval for Graduate Assistant >50% Effort Request on the OGAPS Forms & Information web page http://ogaps.tamu.edu/Buttons/Forms-Information under Faculty & Staff Forms and Information / Student Employment / Request for a Graduate Assistant to Work Additional Hours Routing Instructions are available at http://tees.tamu.edu/personnel/forms/  
  • The following requests should be submitted via a business process in Workday and will route for approval:  
    o When a department wishes a reduction in salary for current GANT or GAR position (Request Compensation Change); Comments must include justification  
    o For a request to reduce the percent effort to less than 50% (Job Change/Transfer, Promote, or Change Job/Data Change/Hours or Work Period Change)  
    o Position Reclassification from a GAT/GANT position to a Graduate Student Worker position when the graduate assistant is in his/her final semester  
      1. Submit and receive the approved Graduate Student Worker Request form available at http://tees.tamu.edu/personnel/forms/  
      2. Edit Position Restrictions – Reclassification  
      3. Job Change – Data Change/Position Reclassification  
      Attach the approved Graduate Student Worker Request form  
    o PRIOR approval is needed for a GAR/GANT to maintain employment in a work setting other than the designated headquarters (College Station). A request must be proposed via an Off-site Work Request form, located on the EHR Forms web page (http://tees.tamu.edu/personnel/forms/). The form must clearly distinguish the offsite business location and business necessity for the requested change. |
### Summer Employment for Graduate Students

#### Scenarios

<table>
<thead>
<tr>
<th>Scenarios</th>
<th>GAT – 9009 (9 month teaching appointment)</th>
<th>GANT -- 9003 / GAR – 9004 (12 month appointment)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approvals</strong></td>
<td>via an Off-Site Work Request form, located on the EHR Forms web page (<a href="http://tees.tamu.edu/personnel/forms/">http://tees.tamu.edu/personnel/forms/</a>). The form must clearly distinguish the offsite business location and business necessity for the requested change.</td>
<td>Leave of Absence—Department Head approval (up to 1 year) is needed for a GANT/GAR going on a Leave of Absence; request can be submitted via the Graduate Assistantship Request for Leave of Absence form on the EHR Forms page under Other (<a href="http://tees.tamu.edu/personnel/forms/">http://tees.tamu.edu/personnel/forms/</a>).</td>
</tr>
</tbody>
</table>

#### Position Changes between GAT / GAR / GANT

- **Position Changes between GAT / GAR / GANT**

  - Use Add Additional Job for a short-term GAR/GANT summer position if the GAT **will return** to the GAT position in the fall
  - Summer insurance premiums for a GAT will be based on the 9-month GAT appointment
  - If GAT **will not** return to GAT position in the fall, Transfer GAT to new position via the Job Change business process
    1. Create new assistantship position (GAT/GAR/GANT)
    2. Job Change
      - Transfer, Promote, or Change Job/Transfer/Employee Transfer
      - Make sure supervisory organization is already created
      - Summer insurance premiums will be based on the GAR/GANT position if processed before May payroll calculates
  - GAT/GANT/GAR will continue to be eligible for benefits as long as they have met (and maintain) the benefit requirement
  - GAT summer appointments should be 12-month appointment terms if all summer or 10.5 if first term

  - **Position Changes between GAT / GAR / GANT**

  - Transfer GA to the new position via the Job Change business process
    1. Create new assistantship position (GAT/GAR/GANT)
    2. Job Change
      - Transfer, Promote, or Change Job/Transfer/Employee Transfer
  - GAT/GANT/GAR will continue to be eligible for benefits as long as they have met (and maintain) the benefit requirement
  - GAT summer appointments should be 12-month appointment terms if all summer or 10.5 if first term
Scenarios

<table>
<thead>
<tr>
<th>Special Circumstance: Changing Position Titles</th>
<th>GAT – 9009 (9 month teaching appointment)</th>
<th>GANT -- 9003 / GAR – 9004 (12 month appointment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• GAT that will be changing title to a GAR / GANT for part of the summer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o <strong>Add Additional Job</strong> use a reduced appointment term applicable for the summer employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For example, if returning in August, create a GAR position and place student into the GAR position as a Add Additional Job in a one month term (August)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

1. **Assistantship Requirements**

   A. Registration—per Office of Graduate and Professional Studies to be eligible to be employed as a GAT/ GANT/ GAR at any time during the summer session, a student MUST be:

   • Registered full-time to be eligible for full summer benefits, i.e. registered for 6 credit hours in any combination of a 10-week and/or 5-week session, even if it is the student’s final semester
   • If employed for ONE summer session, a student should be registered for 3 hours in any combination
   • Summer semester:
     o First summer term—5/29/2018-7/2/2018
     o Second summer term—7/3/2018-8/12/2018
     o Ten-week summer term—5/30/2017-8/12/2018

   B. Students registered In-Absentia are NOT allowed access to use of facilities of TAMUS at any time during the semester. This includes on-campus employment.

2. **Workday Notes**

   A. Unpaid Time Off (GAT/GAR)

   • Holiday days should be included in the request for Unpaid Time Off – you will need to check the **Include All Selected Days** box when entering the request
   • Unpaid Time Off submitted by the employee will be approved only the Manager. Absence Partners should be running their **Absence Partner View All Worker Time Off** report.
B. **Insurance**
   - (GAT and GAR/GANT on Leave of Absence) If a termination is not processed timely and the individual is not eligible for insurance for a particular month, premium charges will need to be refunded to the individual.

C. **Termination / End of Additional Job**
   - Adding an Additional Job for a short term summer appointment, be sure to End the Additional Job
   - Termination effective dates should be based on the last working day. However, if you add an additional job you will not be able to use the last working date at the termination date in the GA position. This will impact end of benefit eligibility.

D. **GAT whose appointment term was extended (to 10.5 months or 12 months)**
   - You will need to return to a 9-month appointment term in the fall if remaining in the GAT position for next fiscal year

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Engineering Human Resources / engineeringhr@tamu.edu / 458-7699 / FAX 458-7720 / Campus MS 3467 / http://engineering.tamu.edu/hr/

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This guide is intended to serve as a reference tool and to provide general information and is not to be considered official policy. If any conflicts arise between the information in this guide and the applicable official policy, the official policy shall prevail.