### Returning Fall - Employment for Graduate Students 2019

<table>
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<tr>
<th>Scenarios</th>
<th>GAT - 9009 (9-month teaching appointment)</th>
<th>GANT -9003 / GAR – 9004 (12 month non-teaching / research appointment)</th>
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</table>
| No summer appointment returning in the fall | • No Action. Retained insurance benefits throughout the summer *  
*9-month teaching appointment earned benefit eligibility under the GAT position IF returning to a position in the Fall. | • Verify when the student returned from Leave of Absence Absence Partner can run the Workers on Leave report  
• If returning earlier than the end date of the initial submission on the Leave of Absence, an Absence Partner will submit the Return Worker from Leave business process (BP).  
**NOTE:** The Return Worker from Leave BP will route to the Manager for approval so you will need to ensure that the request is approved.  
• If an employee submits the Return Worker from Leave BP, it will route to the Manager and Absence Partner for approval |
| Expected to return in the fall, does not return | • Should be terminated from the position/employment immediately upon notification to the department  
• Termination date will be the **date of notification** (date department was informed employee would not be returning), Last Day of Work and Pay Through Date should be the employee’s **last actual working day**  
• Depending on when you are notified and if the individual is in another position (for example an additional job as an Engineering Student Worker) the termination effective date will be affected by the second position and may not be the last working day of the GA position; Last Day of Work and Pay Through Date should be the employee’s **last actual working day**  
• COBRA packet is mailed to the individual by P&A group  

For example, if the department is notified on July 10th that an employee will not return, the termination date should be 7/10/YYYY (as long as they are not in another position) the Last Day of Work and Pay Through Date should be 5/31/YYYY (individual’s last working day) | • Should be terminated from the position/employment immediately upon notification to the department  
• Can terminate on employee on Leave of Absence  
• Termination date will be the **date of notification** (date department was informed employee would not be returning) Last Day of Work and Pay Through Date should be the employee’s **last actual working day**  
• COBRA packet is mailed to the individual by the P&A group |
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## Scenarios

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| **Graduating**    | • College of Engineering Summer 2019 Commencement is scheduled for Friday, August 9, 2019  
• International students, per visa regulations, cannot work beyond the date of graduation (last eligible date to work is 8/9/2019); however, he/she may have an earlier termination date  
• US Students can work up to 2 weeks beyond the date of graduation (to 8/23/2019) provided he/she is working and will be performing the same duties/responsibilities performed in the assistantship position | • College of Engineering Summer 2019 Commencement is scheduled for Friday, August 9, 2019  
• International students, per visa regulations, cannot work beyond the date of graduation (last eligible date to work is 8/9/2019); however, he/she may have an earlier termination date  
• US Students can work up to 2 weeks beyond the date of graduation (to 8/23/2019) 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 to 50% effort, employee has already earned summer insurance benefits  
• Workday BP  
  Job Change/Change Job/Data Change/Hours or Work Period Change will need to be processed to return to 50% effort | • 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  
• 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 |
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<td>Extension of appointment in summer</td>
<td>• Ensure appointments for upcoming fiscal year are on a 9 month basis (9/1/2019 to 5/31/2020)</td>
<td>• Ensure appointments for upcoming fiscal year are on a 12 month basis (9/1/2019 to 8/31/2020)</td>
</tr>
<tr>
<td>Graduate Student Worker Position (used if student is in final semester)</td>
<td>• Review Graduate Student Worker Chart</td>
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<td>Working more than 20 hours per week</td>
<td>• GAT/GANT/GAR employees can work up to 29 hours per week with PRIOR approval</td>
<td>• GAT/GANT/GAR employees can work up to 29 hours per week during summer semesters with PRIOR approval</td>
</tr>
<tr>
<td></td>
<td>• Use the OGAPS form <a href="http://tees.tamu.edu/personnel/forms/">Academic Department Approval for Graduate Assistant &gt;50% Effort Request</a> which includes the link to the OGAPS form</td>
<td>• Use the OGAPS form <a href="http://tees.tamu.edu/personnel/forms/">Academic Department Approval for Graduate Assistant &gt;50% Effort Request</a> which includes the link to the OGAPS form</td>
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**NOTE:** A foreign national student, per visa regulations, is allowed to work more than 20 hours per week during interim periods such as in between semesters, official holidays, and during the summer vacation.
### Scenarios

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#### Approvals

- Approval from the Associate Provost for Graduate and Professional Studies is needed for:
  - 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**. Routing Instructions are available at [http://tees.tamu.edu/personnel/forms/](http://tees.tamu.edu/personnel/forms/) which includes the link to the OGAPS form.

- The following requests should be submitted via a business process in Workday and will route for approval:
  - When a department wishes a reduction in salary for current GAT position (Request Compensation Change); Comments must include justification.
  - 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).
  - Position Title Change 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/](http://tees.tamu.edu/personnel/forms/).
    2. Job Change – Data Change/Position Title Change. Attach the approved **Graduate Student Worker Request** form.
  - 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 via an **Off-Site Work Request** form, located on the EHR Forms web page ([http://tees.tamu.edu/personnel/forms/](http://tees.tamu.edu/personnel/forms/)). The form must clearly distinguish the offsite business location and business necessity for the requested change.

- Approval from the Associate Provost for Graduate and Professional Studies is needed for:
  - 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**. Routing Instructions are available at [http://tees.tamu.edu/personnel/forms/](http://tees.tamu.edu/personnel/forms/) which includes the link to the OGAPS form.

- The following requests should be submitted via a business process in Workday and will route for approval:
  - When a department wishes a reduction in salary for current GANT or GAR position (Request Compensation Change); Comments must include justification.
  - 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).
  - Position Title Change from a GAR/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/](http://tees.tamu.edu/personnel/forms/).
    2. Job Change – Data Change/Position Title Change. Attach the approved **Graduate Student Worker Request** form.
  - 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/](http://tees.tamu.edu/personnel/forms/)). The form must clearly distinguish the offsite business location and business necessity for the requested change.

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**Associate Provost for Graduate and Professional Studies**

Dr. Karen Butler-Purry

**Associate Dean for Graduate Programs**

Dr. Harry Hogan

**Engineering HR Director**

Mr. Damon Slaydon

*continued on next page*
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<td><strong>Approvals</strong></td>
<td></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** | GAT RETURNING TO GAT IN FALL:  
- If no summer appointment, no changes (review GAT appointment on 9/1/2019 to ensure position details are correct, i.e. 9-month appointment terms, etc.)  
- If GAT had an Additional Job for a **short-term** GAR/GANT/GSW position in summer, End the Additional Job for the GAR/GANT/GSW summer position See NOTE 2. D.  
GAT NOT RETURNING IN FALL TO GAT POSITION:  
- GAT will not be returning to GAT position but another assistantship position  
- GAT will need to transfer to new position via the Job Change business process  
  1. Use vacant PIN or create new assistantship position (GAT/GAR/GANT) in Onboarding Supervisory Org  
  2. Job Change  
     - Transfer, Promote, or Change  
     - Job/Transfer/Employee Transfer  
GAT NOT RETURNING TO GAT IN FALL WILL REMAIN IN WAGE Position:  
- Submit a Primary Job Switch so that wage position is primary; remember your payroll deadlines for timing issues  
- End the Additional Job for the GAT position with a termination date as the date of notification, with last working day 5/31/2019 | Transfer GA to the new position via the Job Change business process  
1. Use vacant PIN or Create new assistantship position (GAT/GAR/GANT) in Onboarding Supervisory Org  
2. Job Change  
   - Transfer, Promote, or Change  
   - Job/Transfer/Employee Transfer |

**NOTE:** GAT/GANT/GAR will continue to be eligible for benefits as long as they have met (and maintain) the benefit eligibility requirement
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<tr>
<td>GAT NOT RETURNING TO GAT IN FALL WILL “REMAIN” IN GAR/GANT POSITION:</td>
<td>• End the summer GAR/GANT 3-month additional appointment</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• GAT will need to transfer to new GAR/GANT position via the Job Change business process on 9/1/2019</td>
<td></td>
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<tr>
<td></td>
<td>• GAR/GANT position effective 9/1/19 must be a 12-month appointment</td>
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<tr>
<td></td>
<td>Because of the issues with the timing of primary job switches and payroll deadlines, this will be the best option for this scenario.</td>
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</tr>
<tr>
<td>NOTE:</td>
<td>GAT/GANT/GAR will continue to be eligible for benefits as long as the GAT will return in the fall or the transfer to the GAR/GANT is 50% effort for 12 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Circumstance: Changing Position Titles</strong></td>
<td>o GAT that will be changing title to a GAR / GANT for part of the summer and return to GAT in fall:</td>
<td></td>
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<tr>
<td></td>
<td>o <strong>Add Additional Job</strong> use a reduced appointment term applicable for the summer employment</td>
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<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>
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<tr>
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<td>o <strong>End the Additional Job</strong> when the GAR position has completed</td>
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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 fall session, a student MUST be:
      - Registered full-time **for 9 credited hours**
      - Fall semester:
        - 8/26/2019 – 12/14/2019

   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/GANT) – used when absence is less than 30 days
      - 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 by the Manager. Absence Partners should be running their **Absence Partner View All Worker Time Off** report. Submission of Unpaid Time Off should be 4 hours per day.

   B. Leave of Absence (GAT/GAR/GANT)
      - Absence Partner can run the **Workers on Leave** report to see who is on leave and when the estimated return date will be.
      - When the return date is reached, the Return from Leave business process will be automatically initiated and will need to be approved by the Manager. You need to ensure the Return from Leave is approved.
      - You can Return from Leave prior to the estimated return date.
      - In order to extend the leave of absence, you can change the estimated return date on the Absence request.

   C. Insurance
      - **(GAT and GAR/GANT on Leave of Absence)** If a termination is not processed timely, it is possible that the individual can receive an additional month of coverage for summer. The date of notification should be the termination date on the (termination) BP.
D. Termination / End of Additional Job
   • Added 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 added an additional job you will not be able to use the last working day as the termination date in the GA position, if terminating the GA. You may be able to use an effective date of 8/31/2019 with the correct last working day in the Last Day of Work and Pay Through Date.

E. 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

3. Primary Job Switch
   A. The Primary Job governs the benefits/benefits eligibility. Therefore, when switching positions be sure that the primary position is/is not supposed to be benefits eligible.