### Scenarios

<table>
<thead>
<tr>
<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 but will return in the fall
- **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 **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.

#### Not returning to employment in the fall
- Should be terminated immediately as of last working day
- **Stacey Havel needs to know before April 29th** if a GAT is not returning, via email at engrbenefits@tamu.edu
- Terminated employee can continue health insurance through Academic Health Plans

#### Expected return in the fall, does not return
- Should be terminated from the position/employment immediately upon notification to the department
- Use 5/31/2019 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 – please contact Stacey Havel when retroactively terminating an employee via email at engrbenefits@tamu.edu

- **Leave of Absence**
  - Should be terminated from the position/employment immediately upon notification to the department. You can terminate an employee on Leave of Absence
  - When placed on Leave of Absence the individual will be billed for insurance through P&A Group
  - Leave of Absence Approval form (http://tees.tamu.edu/personnel/forms/) must be completed and a copy forwarded to Engineering HR via email, engrbenefits@tamu.edu
  - Absence Partners should be running their Absence Partner View All Worker Time Off report.
  - Terminated employee can continue insurance coverage through Academic Health Plans

- Can terminate on Leave of Absence
- Terminated employee can continue health insurance through Academic Health Plans

- **Not eligible** for state contribution during Leave of Absence
- When placed on Leave of Absence the individual will be billed for insurance through P&A Group
- Leave of Absence Approval form (http://tees.tamu.edu/personnel/forms/) must be completed and a copy forwarded to Engineering HR via email, engrbenefits@tamu.edu
- Absence Partners should be running their Absence Partner View All Worker Time Off report.
- Terminated employee can continue insurance coverage through Academic Health Plans

- Should be terminated immediately as of last working day
- Terminated employee can continue health insurance through Academic Health Plans
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<td>For example, if the department is notified in July that the individual will not return, the termination date should be 5/31/19 (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.</td>
<td>• When terminated, benefits will end on the last day of the month in which the termination is effective.</td>
<td><strong>Terminating in Summer</strong></td>
</tr>
<tr>
<td>• 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.</td>
<td><strong>Graduating</strong></td>
<td>• College of Engineering Spring 2 Commencement is scheduled for Saturday, May 11, 2019. <strong>International students</strong>, per visa regulations, cannot work beyond the date of graduation (last eligible date to work is 5/11/2019); may possibly have earlier termination date. <strong>US Students</strong> can work up to 2 weeks beyond the date of graduation (to 5/25/2019) provided he/she is working and will be performing the same duties/responsibilities performed in the assistantship position.</td>
</tr>
<tr>
<td><strong>Reducing in Effort</strong></td>
<td>• Employed during the summer at less than 50% and is returning in the fall has already earned summer insurance benefits.</td>
<td>• 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. <strong>Employee can continue coverage through Academic Health Plans</strong>. 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. <strong>Workday BP</strong> Job Change/Change Job/Data Change/Hours or Work Period Change.</td>
</tr>
<tr>
<td>• Workday BP</td>
<td>Additional Job for summer</td>
<td><strong>Job Change/Change Job/Data Change/Hours or Work Period Change</strong></td>
</tr>
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### Scenarios

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<tr>
<th>Extension of appointment</th>
<th>GAT – 9009 (9 month teaching appointment)</th>
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</table>
| *• 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 3rd 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 |

<table>
<thead>
<tr>
<th>Graduate Student Worker Position (summer employment)</th>
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</tr>
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<tbody>
<tr>
<td><em>• Review Graduate Student Worker Chart</em></td>
<td></td>
<td></td>
</tr>
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<tr>
<th>Working more than 20 hours per week</th>
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<th></th>
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| *• 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  
• Instructions are located on our Engineering HR Forms web page http://tees.tamu.edu/personnel/forms/ along with the link to the OGAPS form |  | *• 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  
• Updated instructions are located on our Engineering HR Forms web page http://tees.tamu.edu/personnel/forms/ along with a link to the OGAPS form |
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<td><strong>Approvals</strong></td>
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<tr>
<td>Associate Provost for Graduate and Professional Studies</td>
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</tr>
<tr>
<td>Dr. Karen Butler-Purry</td>
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</tr>
<tr>
<td>Associate Dean for Graduate Programs</td>
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</tr>
<tr>
<td>Dr. Harry Hogan</td>
<td>Dr. Harry Hogan</td>
</tr>
<tr>
<td>Engineering HR Director</td>
<td>Engineering HR Director</td>
</tr>
<tr>
<td>Mr. Damon Slaydon</td>
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</tr>
</tbody>
</table>

**continued on next page**

- 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** on Routing Instructions are available at [http://tees.tamu.edu/personnel/forms/](http://tees.tamu.edu/personnel/forms/) along with a 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
  - Approval will NOT be needed to appoint a GAT to a wage Engineering Student Worker for the summer as long as the student will return to a GAT/GAR/GANT position in the fall semester.
  - 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.

- Leave of Absence—Department Head approval is needed for a GANT/GAR going on a Leave of Absence (30 days or more); request can be submitted via the **Graduate Assistantship Request for Leave of Absence** form on the EHR Forms page under Other ([http://tees.tamu.edu/personnel/forms/](http://tees.tamu.edu/personnel/forms/)).
## Scenarios

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<tr>
<td><strong>Approvals</strong></td>
<td>• Unpaid Time Off—Department Head approval is needed for a GANT/GAR going on an Unpaid Time Off (less than 30 days); request can be submitted via the Graduate Assistantship Request for Unpaid Time Off form on the EHR Forms page under Other (<a href="http://tees.tamu.edu/personnel/forms/">http://tees.tamu.edu/personnel/forms/</a>).</td>
<td>• A copy of the completed and approved Leave of Absence approval form should be sent to Stacey Havel via email at <a href="mailto:engrbenefits@tamu.edu">engrbenefits@tamu.edu</a></td>
</tr>
</tbody>
</table>

**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 |
| 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 the GAT will return in the fall (when placed in the short-time additional job) or the Transfer to the GAR/GANT is 50% effort for 12 months |

| **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

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<th>Special Circumstance: Changing Position Titles</th>
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<tr>
<td>• GAT that will be changing title to a GAR / GANT for part of the summer:</td>
<td>• Add Additional Job use a reduced appointment term applicable for the summer employment 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>
</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:
     - First summer term—5/28/2019-7/1/2019
     - Second summer term—7/2/2019-8/10/2019
     - Ten-week summer term—5/28/2019-8/10/2019
   - A GA who returns from leave of absence in any part of the 5 week summer session, must be registered full-time for that session. Meaning if they return, for example, on 7/1/19, they must be registered for 6 credited hours per confirmation with OGAPS.
   - If summer is the initial term for a foreign national student, he/she is restricted from enrolling full-time (6 hours) for summer session II only, all other enrollment combinations are fine.

   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. – Please contact Stacey Havel when retroactive changes are made via email at engrbenefits@tamu.edu

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 as the termination date in the GA position. This will impact the 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
## Summary of Summer Employment for Graduate Students

### GAT
(9 month teaching appointment)

- GAT receives insurance & State Group Insurance Premium (SGIP) for summer
- No 60-day waiting period when returning in fall
- No Student Insurance Fee will be charged to their student fees
- Additional wage position (Engineering Student Worker) for summer possible

### GANT / GAR
(12 month non-teaching / research appointment)

- GANT/GAR receives insurance & State Group Insurance Premium (SGIP) for any month worked and no break in benefits
- No 60-day waiting period when returning in fall
- No Student Insurance Fee will be charged to their student fees

### Assistantships
Special Circumstances/Addition Information

- If a graduate assistant is in an active position with Engineering and in the summer accepts a different position with a different system member, please contact Engineering Human Resources.
- No 60-day waiting period when returning in fall
- OGAPS approval via Academic Department Approval for Graduate Assistant >50% Effort form will need to be approved PRIOR to working over 50% effort for a graduate assistant.
- Leave of Absence (Eligible):
  - Internship; or
  - Personal Time Off

- Graduate Assistants in their last semester with approval can work as a Graduate Student Worker.

- Leave of Absence (Not-Eligible):
  - Addressing loss of funding issues;
  - Avoiding paying benefits and/or tuition; or
  - Avoiding of summer enrollment.
  - If position cannot be supported or meet eligibility requirements, individual will need to be terminated.

- Requests for an Alternate Work Location should be submitted via an Offsite Work Request (staff & students). The form must clearly distinguish the offsite business location and business necessity to work in a setting other than the designation headquarters.

- Retroactive Termination: If at any point the GAT/GAR/GANT needs to be terminated in the summer because he/she will not return in the fall, then the termination will be based on the last working day. If on Leave of Absence the last working day would be in May. The insurance will end in May, the insurance premiums to the employee and the State Contribution will be refunded.

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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.