



**Welcome**

# Graduate Assistant Employment Workshop

May 4, 2018

HR Academic and Student Personnel



# Agenda for the Morning

1. Introductions
2. Website
3. Letter of Appointment for Graduate Assistants and requirements to be a Graduate Assistant
4. Provost's Initiative
5. Article 4.9 and Article 8
6. Graduate Assistant process and paperwork
7. Common ePAF problems
8. I-9, eVerify, and repercussions



## Recruitment & Staffing

○ Current UF Employees

→ Hiring Center

○ Institutional Equity & Diversity

○ Immigration Compliance Services

Classification & Compensation

Employee Relations

Leave Administration

Training & Organizational Development

HRS Administration & Services

Policies

Forms

## Hiring Center

This webpage is designed as a portal to guidelines and resources to help you effectively and efficiently recruit, hire and manage changes to an employee's status while working at the University of Florida. Click on each section to view the guidelines and resources available.

### Step 1 Advertising the Job

Review this section to locate resources regarding the posting of job requisitions for faculty, staff (TEAMS and OPS), graduate assistants, student hires, etc.

### Step 2 Managing Applications

Need help in reviewing applications? Visit this section for resources on evaluating your applicant pool.

### Step 3 Selecting Candidates

In this section, find guidelines to help prepare for interviewing selected candidates.

### Step 4 Preparing an Offer

Once the final candidate is selected, review this section for the necessary steps to offer the position.

### Step 5 Creating an Appointment

Locate information on how to enter an appointment for all new hires and fellows.

### Current Employee Status Changes

UF employees may have additional status changes during their time at UF. Find helpful resources in this section.



# Appointment Letters

## Required by HR for all Hire and Job Edit ePAFs

- Use the template letters found on the Academic Personnel website
- Created by mutual agreement between the Graduate School and Graduate Assistants United (GAU) union
- This is a contract
- Changes to contract must have an addendum letter signed by the student



# Terminating Appointments

- Article 4.7 – Changes in Appointment
- Appointments may end for reasons such as failure to perform, misconduct, unable to maintain satisfactory student status or progress toward a degree.
- When terminating a GA appointment you must be careful not to term before the end of the academic semester due to the waiver will not pay.
- If you have to term a GA before the end of the term, please contact Academic Personnel for guidance.



# PRINCIPLES FOR EMPLOYING GRADUATE STUDENTS

Most appointments are at 0.25 or 0.33 FTE and fit well with the department, but the preferred appointment is at 0.50 FTE. A graduate assistant must be appointed at .25 fte or greater to be eligible for a tuition waiver.

- Graduate assistant appointments at an FTE less than 0.25 will require justification on a case by case basis and will require the endorsement of the Graduate School, through the petition process.

Graduate Assistants are contracted exempt employees who are compensated by salary. Distinct from student assistants, who are hourly employees, and may work and be paid “as needed basis”.

In some circumstances, it is permissible to hire graduate students in the salary plan of student assistant. The duties for such positions should be **clear and distinct** from those of a graduate assistant.

Examples of tasks that may help distinguish that of a graduate assistant from a student assistant:

Teaching assistant tasks:

- Lecture
- Preparing syllabus
- Grade papers or assignments
- Holding office hours for meeting with students



# PRINCIPLES FOR EMPLOYING GRADUATE STUDENTS

## Research assistant tasks:

- Conduct laboratory procedures
- Design experiments
- Observe or interview research subjects
- Co-author research papers, prepare or edit research papers/manuscripts

## Examples of tasks performed by student assistants:

- Department website support/routine support of laboratory activities
- Clerical duties, such as photocopying or errands
- Food service activities
- Supervisory roles in residence halls

For more student assistant tasks, please visit this link: [http://hr.ufl.edu/wp-content/uploads/docs/JobClassifications\\_StartingPayRanges.pdf](http://hr.ufl.edu/wp-content/uploads/docs/JobClassifications_StartingPayRanges.pdf)

Exceptions to basic policies due to special circumstances must be documented and must be approved by the Graduate School through the petition process.



# Requirements to be a GA

- Classified as a Graduate Student
- GPA – 3.0 or higher
- Proper Registration per combined FTE
- Proper title chosen for work being done
- Minimum salary met
- Registration requirements can be found at <http://gradcatalog.ufl.edu> and Academic Personnel Office: <http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/#gradstudent>





# Requirements

- To waive requirements, petition the graduate school - <http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/>.
- Graduate Assistant being appointed at .01 to .24 FTE requires a petition – registration is for 12 hours and no waiver.



# Provost's Initiative, Fall 2018

- New for Fall 2018
- Outside GAU contract
- UF to be competitive nationally for the best GA's
- All new incoming PhD state-funded TA's will be appointed at .50 FTE
- 4 year roll-out – at the end of rollout all TA's will be at .50 FTE



# Provost's Initiative, Fall 2018

- Provost and each unit dean agreed to new minimum for this initiative
- Most colleges ended up with college-wide stipend levels
- New hires to be processed same way – via hire ePAF
- **IMPORTANT** – please enter in comment section of the hire ePAF “Provost Initiative”
- New offer template on HR website for these hires



# Provost's Initiative, Fall 2018

- Provision for an exception to the .50 FTE for these hires. Graduate School will handle these exceptions. Has to be a strong justifications for these exceptions.
- All current Graduate Assistants on appointment will stay on the old system until they graduate.
- Some colleges may bump salaries for these Graduate Assistants.



## UPDATE TO INOF ON Article 4.9

- Article 4.9 allows continuing employees (TA's, RA's and GA's) who are on a 9 month contract and not enrolled for summer to be appointed as an RA for summer to work on research.
- 9 month job will be on short work break.
- Units will appoint the 9 month employee for summer as an RA via ePAF. Do not change any action on the Short Work Break job. No registration is required.
- Letter of appointment for RA is needed for summer appointment.



# Leave of Absence

- Article 8 provides Graduate Assistants with provision for leaves such as medical and parental leave. This is unpaid leave.
- Six weeks of unpaid leave during any 12 month period for one or more of following reasons: Birth or adoption of child, care of loved one, health condition of the GA.
- Written notice should be given to unit no less than 30 days prior to the date of the requested leave.



# Leave of Absence

- For these unpaid leaves, please contact HR-Academic Personnel and Graduate School so that discussions can be held in regard to keeping the student in job data. This would then keep the waiver and health insurance in place for the duration of the leave.
- Best method, email the two offices about these so a meeting/phone call can be set up.
- Let us know as soon as possible and not after the fact.



# Leave of Absence

- If leave is due to a serious health condition and the student may need to withdraw for the semester, then the dean of student affairs will need to be notified and determination will be made on the waiver and health insurance once discussions are held with the appropriate offices.





# Leave of Absence

- Petition process
- Article 8.4 – GA's may request a leave of absence for a semester or a year to pursue research related to their academic program. This is an unpaid leave.



# Steps for the GA Appointment

- Process the ePAF
- Enter the Tuition Waiver (LOA)
- Enter Payroll Distribution  
(Commitment Accounting)



# GA Appointment Changes

## **Remember: signed addendum needed for HR approvals**

- When an appointment changes
  - Rate change
    - Requires change in duties or responsibilities
  - Change in FTE
    - FTE changes must have corresponding and proportional change in salary up or down, unless duties or responsibilities change



# GA Appointment Changes

- When an appointment changes
  - Change in title
    - Need appropriate student classification
    - Reminder:** teaching titles require international students (from non-English speaking countries) to pass the Test for Spoken English (TSE)
  - NOTE: If you are changing a Salary Plan from STAS to GA or GA to STAS, do not use a Job Edit ePaf. Use a Hire ePaf and check *Leaving Another Job*.



- When making a change on any GA or Fellow appointment do the following:
  - **Always use the COMMENT section of the ePAF to communicate what you are attempting to do with that ePAF. This would reduce the need for RECYCLING.**
  - Examples are:
    - Change in title
    - Change in FTE
    - Change in salary
    - Change department ID
    - Terminating before end of term



# Grad Assistant Hire Paperwork

- All US Citizens and Permanent Residents must use GatorStart portal to fill out hiring paperwork – the following must be attached to the ePAF.
  - Notarized Loyalty Oath and Intellectual Property Agreement
  - I-9 supporting documents, i.e., driver's license and Social Security card or US passport, Permanent Resident card, or US Naturalization certificate
  - Selective Service Registration (males 18-25)

If Fellowship appointment is the only active appointment in Job Data, GatorStart will need to be manually created. Please call 392-2477.



# Grad Assistant Hire Paperwork

- Required paperwork for Foreign Nationals
  - I-9 form – filled out per federal guidelines
  - Windstar form from Tax Services
  - W-4 – all necessary boxes filled out, signed, dated
  - Direct deposit form – with voided check or bank letter
  - Social Security Card
  - Passport
  - Visa
  - I-94
  - I-20 or DS-2019 (if F1 or J1 visa holder)
  - Notarized 4n1 form (HR50 – includes Loyalty Oath, Intellectual Property Agreement, Veteran Survey, Ethnicity and Race Form)
  - Marketplace Acknowledgment form
  - Invitation to Self Identify form



# Common ePAF Problems

- Don't get an ePAF denied or recycled.

Examples are:

- Missing required paperwork or GatorStart not complete  
**NOTE:** For GA's who have nothing but a fellowship payment in PS and moving to a graduate assistant appointment, you need to notify Academic Personnel to create a GatorStart packet for US citizens.
- Wrong job code – ePAF code should match the title in the letter
- Incorrect comp rate – must be what is on the letter of offer and if change in FTE, must be proportional.
- Combined FTE is over 0.50 for Foreign National
- Effective date is wrong on the ePAF – does not match offer





# Common ePAF Problems

- Don't get an ePAF denied or recycled for these reasons!
  - 4 in 1 form not completed accurately, example: employee signature date and the notary signature date are two different dates.
  - No current signed letter attached to ePAF
  - For GA one time payments ePAF – the effective date needs to be in the current pay period and not a past pay period.
  - FTE should be 2 decimal places only – not .25255, but .25 FTE, because PeopleSoft will round up and the comp rate could be incorrect.



1-9



# Common ePAF Problems for I-9

- Don't get an ePAF denied or recycled for these reasons!
  - Effective 9/18/2017, Department of Homeland Security issued a new I-9, which is now required for ePAF approval.  
<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
  - Old I-9s will not be accepted – units need to ensure that new I-9 is being used
  - I-9 issues
    - Not putting N/A in the “other name” space in Section 1 as per Department of Homeland Security. If any space is left blank, please put “N/A”
    - Employee does not enter the end of program date in the blank where they check #4, “Alien authorized to work until...\_\_\_\_.”
    - Required to check whether or not you were a preparer/translator for the employee



# Common ePAF Problems for I-9

- Don't get an ePAF denied or recycled for these reasons!
  - Watch signature date that the employee puts on the I-9. A common issue is putting their date of birth and not the date signed.
  - In Section 2, at the top of the page under Citizenship/Immigration status, enter the box number checked in Section 1
  - Section 2, List A – Please make sure that the passport, I-94 and I-20 are listed for foreign nationals, OR just the Employment Authorization (EAD) card, if they have one.
  - In the Certification section, make sure the hire date is correct. Post office box addresses are no longer allowed. Please use physical address.



# Common ePAF Problems for I-9

- Don't get an ePAF denied or recycled for these reasons!
  - NOTE: Any correction made in Section 1 must be initialed by the employee. If the HR originator makes the correction, initial it and fill out the Preparer/Translator section as if you assisted the employee.
  - DO NOT use a paper I-9 when hiring a US citizen. The I-9 is completed via GatorStart.
  - If the attached I-9 with GatorStart is for a **distance hire**, please indicate that in ePAF comments.



# I-9 and eVerify Repercussions

- Late last year the Immigration and Customs Enforcement (ICE) ordered Homeland Security Investigations (HSI) to increase the amount of time spent on I-9 audit compliance worksite enforcement by four to five times.
- It is not a matter of IF we get audited, it's **WHEN!**
- Fines now range from \$224-\$2,236 per Form I-9.
- Keep in mind that if there are fines to assess, departments will be held financially responsible.



# I-9 and eVerify Repercussions

- As UF stands today, in a 12-month period:
  - Section 1 Late Completions: 37% = \$6,305,060.00
  - Section 2 Late Completions: 31% = \$5,338,015.00
  - Total = \$11,643,075.00
- These figures do not include fees for possible mistakes within the I-9; keep in mind that each line carries a different fine amount.



## I-9 and eVerify Repercussions

- If you would like to know where your department stands, we now have the capability to break down these numbers and provide them to you.
- We are conducting departmental visits. However, if you do not want to wait for your department visit, please feel free to contact us if you would like to get your statistics sooner.





# QUESTIONS/DISCUSSION





# CONTACTS

Janet Malphurs  
[jimmalph@ufl.edu](mailto:jimmalph@ufl.edu)  
(352) 273-1737

Assistant Director

Melisa Smith  
[g8rfan44@ufl.edu](mailto:g8rfan44@ufl.edu)  
(352) 273-1712

Grad Student Appointments

Anthony Bowman  
[adbowman@ufl.edu](mailto:adbowman@ufl.edu)  
(352) 273-1711

Fellowships

Brandon Saldana  
[bs@ufl.edu](mailto:bs@ufl.edu)  
(352) 273-1702

Student Assistants

Patricia Cook  
[pcook@ufl.edu](mailto:pcook@ufl.edu)  
(352) 273-1715

Faculty

Jeff Durant  
[jdurant@ufl.edu](mailto:jdurant@ufl.edu)  
(352) 273-1752

I-9 Management & E-verify

Kay Barrera and Stewart King  
[kbarrera@ufl.edu](mailto:kbarrera@ufl.edu) / [svking91@ufl.edu](mailto:svking91@ufl.edu)  
(352) 273-1748

Benefits