

HUMAN RESOURCE SERVICES MANUAL

SECTION 6: GRADUATE ASST., VET RESIDENTS, FELLOWSHIP GRANT TRAINEES

Graduate Assistants

Graduate assistants assist with academic programs and research, but are first and foremost students. Assistantships should aid in the orderly progression toward degree goals and not delay or hinder this progression. More complete information on Graduate Assistants is available through the Graduate School.

Graduate School Policy

The complete academic policy related to the appointment of graduate assistants is found on the Graduate Assistant Contract and the Graduate and Professional Bulletin. All graduate assistantship appointments include the following conditions:

- Students must sign a Graduate Assistant Appointment Certification Form (GAAC form) before duties begin.
- Appointments may be for one-fourth or one-half effort. Half-time assistants have assignments ranging from 26% and 50% and quarter-time assistants have duties covering 25% or less.
- Receive the minimum monthly stipend as specified in the Graduate and Professional Bulletin.
- Appointments are approved by the academic Department Head, the College and the Graduate School, with final appointment approval granted by the Provost Office.

Leaves and Other Benefits

Graduate assistants are not eligible for paid time off such as vacation or sick leave. Between semesters, graduate assistants usually concentrate on their research or artistry and associated work. To the extent that the supervising faculty member and the department head concur, graduate assistants may use such periods for leave. Graduate assistants may elect to enroll in the Student Health Insurance Plan and are eligible for workers compensation insurance. They are not covered by unemployment insurance.

Compensation

- No maximum compensation is established.
- The University sets a minimum monthly stipend. This minimum is determined by the University salary budget and changes from year to year. Assistants with quarter-time appointments must be paid at least one-half of the minimum stipend.
- During the period covered by the appointment, the base rate will remain constant unless a promotion or change in duty is involved, in which case an assignment change must be submitted through the Oracle Personnel/Payroll System and the reason for the change explained. In cases where compensation is decreased, a new GAAC form must be approved by the Graduate School Vice-Provost.
- Payments will be made on the last state work day of the month except for the month of June, which is paid on the first working day in July. Payments will be deposited directly in a bank or forwarded to the address indicated on the Earnings Disposition/Address Form.
- Graduate Assistants are expected to devote full time to assistantship duties and graduate study; however, they may receive additional compensation on a student hourly basis once approved by the involved academic departments.
- In most all cases stipends for graduate teaching assistants are paid from 13 accounts and research assistants from 53 accounts.

Hourly Work and Payment

A graduate assistant may work additional time for hourly pay once approved by the involved departments. If hourly pay is to be received in addition to an assistantship, the individual should also complete the forms and comply with the procedures outlined in Section 5, Student Employees of this manual. Payments for hourly work will be assessed on time submitted bi-weekly and processed through the student employment system (see Section 11: Forms and Related Instructions, General, for additional information). Hourly pay will be made using the regular hourly pay cycle.

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Veterinary Residents

Veterinary residents are graduate veterinarians licensed to practice veterinary medicine in the State of Colorado who are enrolled in a three year combined graduate and residency program resulting in an advanced degree in Pathology, Clinical Sciences, Radiological Health Science, etc., which may ultimately prepare the intern for advanced board certification in a recognized specialty.

Leaves and Other Benefits

Veterinary residents are not eligible for paid time off such as vacation or sick leave. Veterinary residents may elect to enroll in the Student Health Insurance Plan and are eligible for workers compensation insurance. They are not covered by unemployment insurance.

Fellowship Grant Trainees

Fellowship grant trainees are not University employees. They include National Institute of Health (NIH) and National Science Foundation (NSF) fellows at the post doctoral, graduate and undergraduate level, and should be appointed as fellowship grant trainees (class code #009991). The employee type will be TR, and the earnings type will be TRG.

Fellowship grant trainees may be appointed for a period of up to 3 years, and should be appointed whether or not compensation is paid. If no compensation is involved, only the Graduate Assistant Personnel Action Data Form, clearly marked "No Payment", should be forwarded to the Human Resource Services Department.

Leaves and Other Benefits

Fellowship grant trainees are not eligible for paid time off such as vacation, sick leave or paid holidays. They may elect to enroll in the Student Health Insurance Plan however, and are eligible for workers compensation insurance. They are not covered by unemployment insurance .

Personnel Actions and Data Forms Required

New hire personnel actions are initiated by the department through the Oracle Personnel/Payroll System for electronic approval. Required forms must be submitted to the Human Resources Department before final approval of an action can be made. Data submitted should be kept current to ensure proper reports and pay. Refer to Section 11: Forms and Related Instructions for copies of forms and additional information.

1. Graduate Assistant Appointment / Certification form (GAAC form) – Used for Graduate Assistants Only

This form is printed from the Oracle Personnel/Payroll System for new hires and reappointments once the Personnel Action has been submitted for electronic approval. The form should be signed by the Graduate Assistant and filed with the employing department.

2. Graduate Assistant Personnel Action Data Form – Used for Graduate Assistants

The Graduate Assistant Personnel Action Data form is the appointment document and provides primary data input to the Oracle Personnel/Payroll System. The top section of the Personnel Action Data form is to be completed by the new employee, and the bottom section of the form is completed by the department and input into the Oracle Personnel/Payroll System for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the Oracle Personnel/Payroll System for approval as well.

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Personnel Actions and Data Forms Required (Continued)

Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Additionally, under the Americans with Disabilities Act, employers are required to keep health-related and disability information separate from other employee information. Therefore, if departments want to retain the Data Collection forms for their records, they must be kept separate from the departmental personnel files.

3. Post Doctoral Fellow and Other Salaried Employees Personnel Action Data Form – Used for Veterinary Residents and Fellowship Grant Trainees

The Post Doctoral Fellow and Other Salaried Employees Personnel Action Data form is the appointment document and provides primary data input to the Oracle Personnel/Payroll System. The top section of the Personnel Action Data form is to be completed by the new employee, and the bottom section of the form is completed by the department and input into the Oracle Personnel/Payroll System for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the Oracle Personnel/Payroll System for approval as well.

4. Payroll Disposition Action Form

The Payroll Disposition Action Form should be prepared to indicate desired disposition of the employee's pay. Individuals should contact their department to obtain this form which is included in a packet of forms required to be completed by all new employees. Departments should request forms through the Payroll Office and have them available for all new employees.

5. Withholding Exemptions

Form W-4, Employee's Withholding Allowance Certificate, must be completed by an employee to determine the amount of Federal and State income tax to be withheld. Exemption W-4 certificates are valid for one year only and must be completed by February 15th of each year.

When an employee is working out of state, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

Individuals should contact their department to obtain this form, included in a packet of forms required to be completed by all new employees. Departments should request the forms from the Payroll Section of the Human Resource Services Department to have them available for new employees.

6. Employment Eligibility Verification Form I-9.

The I-9 Form must be completed within three days of commencing work.

7. Policy on Rights and Responsibilities Related to Creative Works

Employees must complete a Policy on Rights and Responsibilities Related to Creative Works as a condition of employment.

8. Oath of Allegiance

Employees are required by state law to execute a State Loyalty Oath.