



[www.indstate.edu](http://www.indstate.edu)

## GRADUATE ASSISTANTSHIP TIME REPORTING GUIDELINES

Beginning Fall 2015 Graduate Assistants will report the completion of their weekly duties online in Kronos, rather than by Roster of Graduate Assistants that are currently used.

- Graduate Assistantships are not hourly positions. They are a type of scholarship with work experience. As such, assistantship duties should be intentionally designed to enhance the educational experience of ISU students.
- All graduate assistants are required to report and approve weekly service hours in the Kronos timekeeping system, and those hours must also be approved by an authorized department member according to the due dates and times for each scheduled pay period. The approval responsibility lies with the department chairperson or supervisor even if the electronic approval task is completed by a delegate.
- Graduate Assistants should accurately report the numbers of hours that they worked for the week (such as 16, 18).
- It is important to accurately reflect the number of hours actually worked in order not to violate the Affordable Care Act or other regulations.
- Graduate assistant hours worked should not exceed the number of hours indicated on the Pay Authorization (10,15,20).
- Graduate Assistants will not enter clock in/clock out times.
- Pay will remain at the hours expected in the Pay Authorization (10, 15, 20). It is assumed that the student will work on average per week the number of hours indicated on the Pay Authorization.
- Graduate Assistants may work at an additional position on campus, as long as the total number of hours do not exceed 28 per week. The graduate assistantship hours do not fluctuate in this case. For example, if the graduate assistantship is established for 20, the second position may not exceed 8 hours. If a student works less than 20 hours at the graduate assistantship in one week, they still may not exceed 8 hours at the second position. International students are limited by the Department of Homeland Security to a total of not more than 20 hours per week.
- In the event of excessive absences, units should contact the Dean's Assistant in the CGPS.
- Termination of graduate assistantships is covered in the assistantship guidelines.

More information regarding Kronos time-reporting will be provided by the Payroll Office at training sessions during the summer.