

Payroll Guidelines for Graduate Assistants

Graduate Assistant Payment Calendar

Graduate assistantship stipends are paid in nine equal increments on the biweekly Student Payroll throughout the semester for hours based upon the service hours listed on the Graduate Assistantship Pay Authorization. For Affordable Care Act (ACA) compliance purposes, graduate assistants are required to report actual hours worked during each pay period. Actual weekly hours worked may vary slightly according to scheduled breaks and departmental needs. Biweekly increments will remain the same unless otherwise instructed by the Dean of the College of Graduate and Professional Studies. It is recognized that the pay periods for the nine payments each semester do not exactly match the academic dates of the graduate assistant appointment term. As a result, the reporting periods at the beginning and end of each semester have special reporting instructions listed below. The intent is to match the amount paid to the amount earned as closely as possible.

Start of Semester

Per the Graduate Assistantship and Scholarship/Fee Waiver Award Guidelines under Term of GA Appointments (https://www.indstate.edu/sites/default/files/media/cgps/pdfs/graduate_assistantship_guidelines.pdf), the term of the appointment begins the Thursday prior to the start of a given semester. Initial hours worked are to be reported on Kronos for the pay period that includes the first day of appointment and for each pay period thereafter. For example, if the Thursday that begins the term of appointment falls in Week 2 of the pay period, hours worked on Thursday and Friday are the only hours reportable. The pay increment of one-ninth of the semester stipend will be issued the following Friday.

Breaks

Fall semester breaks include Labor Day in September and Thanksgiving week in November. Spring semester breaks include Martin Luther King Jr. Day in January and Spring Break in March. These breaks are considered non-work periods for the assistantship. Time-reporting for these pay periods would include only the hours worked on non-break days. Therefore hours worked in those weeks may be less than usual or none at all, but do not affect the biweekly payment amount.

End of Semester

Per the Graduate Assistantship and Scholarship/Fee Waiver Award Guidelines under Term of GA Appointments (https://www.indstate.edu/sites/default/files/media/cgps/pdfs/graduate_assistantship_guidelines.pdf), the term of the appointment ends on the Friday preceding commencement. Final hours worked are to be reported on Kronos for the pay period that includes the last day of the appointment term. Please note that the final week of the appointment term may fall into the pay period following the last payment. In this case, the graduate assistant is still required to enter and approve the final hours worked for that appointment term. As a reminder, the hours reported on Kronos are for ACA reporting only and no additional pay will be issued for these hours since the stipend will have already been paid in full.

Work Outside the Assistantship

If any work is to be performed outside the assistantship (e.g., during break periods), prior arrangements must be made for a secondary job through Student Employment Programs. Hours worked on the secondary job shall also be reported on Kronos and paid from the department's student wage pool or other source. Total weekly hours worked for both jobs should not exceed 28 (or 20 for international students).

Time Reporting Instructions for Graduate Assistants

The document entitled *Kronos Time Entry Instructions for Graduate Assistants* provides detailed instructions for graduate assistantship time reporting in Kronos, and is located under the Graduate Assistant Payroll tab at <http://www.indstate.edu/payroll/index.htm>.