

Date: January 12, 2015  
To: Greg Hakim,  
From: Melissa Pritchard, Andrew Sattler and Scott Sipes  
Re: Early entry summer RAs or early hourly hire of new grad students

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## PROPOSED POLICY FOR SUMMER ADMISSIONS (v2)

Grad students typically enter the program as fellows or research assistants at the beginning of autumn quarters. Faculty who wish a student to begin in any other quarter must have the approval of the Chair and notice to administrative staff six weeks prior to the start of the quarter. We recommend that any student starting on June 16 be appointed as a Research Assistant (Job Code 0847) and all others be appointed as Graduate Research Student Assistants (GRSA) (Job Code 0854).

### **For Summer appointments as a Research Assistant (RA)**

Faculty who wish to place an incoming student in a summer RA-ship should notify staff by May 1 for a June 16 start. If the student does not arrive by that start date, the appointment, insurance and early admission will be cancelled for the summer.

The faculty member is responsible for ensuring that the student is authorized to work in the US, either as a US citizen or as a visa-holder. Due to the administrative process required, involving ISS, the Grad School and Payroll, foreign nationals should begin on the first day of the quarter or whatever date is required by a fellowship.

### **For Summer appointments to a Graduate Research Student Assistantship (GRSA) hourly position**

Faculty who wish to hire an incoming student the summer prior to his or her entering the program should have received a signed appointment letter from the student (email is also acceptable) two weeks prior to the student's arrival. A student may begin work at any point in the summer (as stated in the signed appointment letter). Faculty should understand that the hourly appointment does not automatically provide health insurance but is dependent on the appointment being for at least two pay periods of the academic summer quarter.

### **Summary of differences in appointments**

There are two approaches to hiring students during the summer.

<b>Regular RA-ship (Job code 0847)</b>	<b>Graduate Research Student Assistantship (GRSA) (Job code 0854)</b>
Student MUST register for at least 2 credits	Student is NOT registered for credits
Student is salaried at least 50%	Student is paid hourly
Student is GAIP eligible if paid for at least 2 pay periods during summer quarter	Student is not automatically GAIP eligible
Student does not track time	Student must submit a timesheet to be paid

If faculty wish to admit a student early but not at the beginning of the summer quarter, we recommend using the GRSA appointment.

The following timeline shows the deadlines related to the above appointments

<b>Regular RA-ship (Job code 0847)</b>	<b>Graduate Research Student Assistantship (GRSA) (Job code 0854)</b>
June 19 registration for students needing GAIP	None
June 22 registration deadline for students who will not need GAIP	None
Aug 10 latest date for a student to begin to be paid for 2 pay periods during academic summer quarter	None if no GAIP, otherwise Aug 10

**What could go wrong on the RA-ship if the student doesn't show up as expected (assuming a non June 16 start date)?**

On June 30 tuition is 50% nonrefundable. If the student is not employed on the grant, the charge must be moved to non-grant funds.

On July 13, tuition is completely non-refundable. If the student is not employed on the grant, the charge must be moved to non-grant funds.

**Staff Timeline For Summer Appointments**

May 1 - notice to staff that a grad will start in summer. This is the start date on which grants management begins summer payroll submissions in order to have it complete by the June 15 deadline (departmental standard of having payroll entered before pay period starts). (Appointment letter will be done, petition for early admission submitted and tracked, payroll will be submitted, and office space/computer will be procured. Registration will be confirmed as quarter begins.)

June 19 (payroll cutoff for June 15 pay period) - GAIP eligibility determined - grad must be registered for summer quarter in order to be GAIP eligible (summer eligibility notice attached).

June 22 - if the grad does not need GAIP, they still need to be registered by June 22 or late fees begin to be charged.

June 29 –7th day of the quarter - grad must be working or 50% tuition will be due on cancellation of RA. Reversing registration (rather than cancelling it with 50% forfeiture) requires a petition (see footnote below) with no guarantees of approval. If disapproved, the cancelled tuition is not allowable on grants, and the charge must be moved to non-grant funds.

July 12 – last day to cancel appointment and pay only 50% forfeiture of tuition.

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<sup>1</sup> Melissa submits the petition to reverse early admission with the Grad School (making us look disorganized), reverses the tuition payment with SFS, and goes around official UW Policy to get the Registrar's Office to reverse their registration with a full refund to the grant; Scott has to reverse GAIP eligibility with Benefits and contact the student to let them know they are no longer covered by GAIP; Andrew/Deb have to update projected payroll and submit changes to Kathryn; Kathryn has to enter these changes in the payroll system, which leaves artifacts in OPUS as the record cannot be deleted.

Variable - Students intending to live on campus need letters from Melissa stating their intention to move in early.

### **Staff Time Considerations For RA Appointment Other Than June 16**

- 1) If a grad does not show up on time, the PI or the student is responsible for the tuition bill as it is not allowable on a grant. The last option is to petition to have the registration reversed entirely (not cancelled). This process is described in the footnote below.
- 2) ALL early arrivals to be appointed as RAs require that we petition the Grad School for early admission (Melissa - filing, tracking & follow-up time). Appointment letters have to be done for all summer students, and these would not be in the regular flow (Melissa has this penciled in for the week of March 23 this year.)
- 3) Late notice of early summer arrivals means that setup is late and a rush item (Melissa - appointment letter; Andrew/Deb - payroll submission & projections; Kathryn - payroll entries; Scott - office space; Harry/David - computer setup). One student in 2014 had 6 payroll entries prior to arrival in August along with a number of conversations between Melissa and Andrew about what was happening with the student as well as Scott (who was doing payroll at the time) and Andrew about what to do with the student as start dates were missed.
- 4) Melissa must work with the student to ensure they complete all pre-admission requirements (vaccinations, visas, enrollment confirmation deposit). This requires that the student be responsive (and at least one wasn't in 2014).
- 5) If the GAIP deadline is missed, staff must coordinate among themselves on ramifications and correspond with the student about whether the lack of GAIP is a problem (this pertained to a student in 2014). Petitions for retroactive coverage are an additional process that takes time.
- 6) Students who aren't paid for the period June 30 do not likely have their tuition paid automatically - these require tracking on the part of Andrew and Melissa, and possibly manual payment. This requires that Melissa contact Student Fiscal Services to get the budget set up for manual payment (this would not need to be done with most grads under the automatic tuition payments). The Nonresident Differential waiver and Tech Fee waiver may also not happen automatically, and this would require Melissa to track this and contact the Grad School and Registrar's Office to get it in place.
- 7) When RAs arrive at varying times during the summer Melissa must provide individual orientations to the department. This is all normally covered in our autumn orientation in a group setting.