GRADUATE ASSISTANT SUMMER COMPENSATION

GRADUATE ASSISTANT INSTRUCTIONAL ALLOWANCE:

If the GA is teaching during the summer and does not qualify to remain a GA per Grad School rules then GA is paid under the Graduate Assistant Instructional Allowance (GIA) Compensation Plan. This would have been an H-15 appointment in the legacy system. The dates of the GIA should follow the summer school calendar.

Session A	5/30/17 – 8/4/17
Session B	5/30/17 – 7/12/17

The GIA has a monthly frequency with no proration. The number of periods the dates cover will determine the number of payments and the monthly amount of the allowance. For example, if a GA is to be compensated $3,000 for teaching Session A the GIA will be loaded with a monthly rate of $1,000 since the Session A dates span 3 pay periods as follows:

Period Schedule	Payment Amount	Pay Date
5/15 – 6/14	1,000	6/30/17
6/15 – 7/14	1,000	7/21/17
7/15 – 8/14	1,000	8/21/17

The GIA will post to ledger account 5122: Salaries and Wages - Additional Compensation - Graduate Assistants and is subject to Tuition Remission.

GRADUATE ASSISTANT TEACHING ASSISTANT ALLOWANCE:

If the GA is teaching during the summer and qualifies to remain a GA per Grad School rules then GA is paid under the Graduate Assistant Teaching Assistant Allowance (GTA) Compensation Plan. This would have been an H-85 appointment in the legacy system. The dates of the GTA should follow the summer school calendar.

Session A	5/30/17 – 8/4/17
Session B	5/30/17 – 7/12/17

The GTA has a monthly frequency with no proration. The number of periods the dates cover will determine the number of payments and the monthly amount of the allowance. For example, if a GA is to be compensated $3,000 for teaching Session A the GTA will be loaded with a monthly rate of $1,000 since the Session A dates span 3 pay periods as follows:

Period Schedule	Payment Amount	Pay Date
5/15 – 6/14	1,000	6/30/17
6/15 – 7/14	1,000	7/21/17
7/15 – 8/14	1,000	8/21/17

The GIA will post to ledger account 5122: Salaries and Wages - Additional Compensation - Graduate Assistants and is subject to Tuition Remission.

GRADUATE ASSISTANT RESEARCH/SERVICE ALLOWANCE:

If the GA is performing research or service duties over the summer and qualifies to remain a GA per Grad School rules then they should select the Graduate Assistant Research/Service Allowance (GRA) Compensation Plan. This would have been an H-85 appointment in the legacy system. The dates of the GRA should reflect the dates the GA will be working. The GRA has a monthly frequency with no proration. The number of periods the dates cover will determine the number of payments and the monthly amount of the allowance. For example, if a GA is to be compensated $2,500 for conducting research for the dates of 5/31-7/31 the GRA will be loaded with a monthly rate of $833.33 since the research dates span 3 pay periods as follows:

Period Schedule	Payment Amount	Pay Date
5/15 – 6/14	833.33	6/30/17
6/15 – 7/14	833.33	7/21/17
7/15 – 8/14	833.33	8/21/17

The GRA will post to ledger account5122: Salaries and Wages - Additional Compensation - Graduate Assistants and is subject to Tuition Remission.

GRADUATE ASSISTANT STUDENT ALLOWANCE:

If the GA is conducting research or performing other duties over the summer and does not qualify to remain a GA per Grad School rules then they should select the Graduate Assistant Student Allowance (GSA) Compensation Plan. **This would have been a switch to a student appointment in the legacy system. Job Changes in Workday will no longer be performed to switch GA's to student appointments in the summer.** The dates of the GSA should reflect the dates the GA will be working. The GSA has a monthly frequency with no proration. The number of periods the dates cover will determine the number of payments and the **monthly amount** of the allowance. For example, if a GA is to be compensated $3,500 for summer work performed on the dates of 5/15-8/14 the GSA will be loaded with a monthly rate of $1,166.67 since the days of work span 3 pay periods as follows:

Period Schedule	Payment Amount	Pay Date
5/15 – 6/14	1,166.66	6/30/17
6/15 – 7/14	1,166.66	7/21/17
7/15 – 8/14	1,166.66	8/21/17

The GSA will post to ledger account 5055: Salaries and Wages - Graduate Assistants - Student Allowance and is not subject to Tuition Remission.

QUICK REFERENCE GUIDE

DUTIES	ENROLLED	LEGACY	WORKDAY
Summer Teaching	Yes	H-85	Graduate Assistant Teaching Assistant Allowance
Summer Teaching	No	H-15	Graduate Assistant Instructional Allowance
Summer Research	Yes	H-85	Graduate Assistant Research/Service Allowance
Research/Other	Yes or No	Student	Graduate Assistant Student Allowance

To perform these transactions in Workday please follow the below steps:

1. Using the action button, select Compensation > Request Compensation Change
2. Enter the effective date of the action. Please reference the above instructions for each plan before entering this.
3. Deselect the "Use Next Pay Period" box
4. Select a reason code of "Adjustment>Add/Remove Allowance Plan"
5. Under the Allowance section of the worker click "Add"
6. In the "Compensation Plan" field, select the appropriate Graduate Assistant allowance plan.
7. Enter the amount as provided in the examples above and verify the frequency is "monthly"
8. Click the "Additional Details" arrow and enter an "Actual End Date" per the instructions outlined above for each plan. For example, if you are loading a Graduate Assistant Instructional Allowance, the actual end date will be 8/4/17 if teaching Session A or 7/12/17 if teaching Session B. If the GA is receiving a **GRADUATE ASSISTANT RESEARCH/SERVICE ALLOWANCE or GRADUATE ASSISTANT STUDENT ALLOWANCE,** the end date will be the end date of the work performed during the summer.
9. Click "Submit"