Overview

1. Allowance Plan vs. Continuation of Salary
2. Summer Allowance Plans
3. Continuation of Salary
### Graduate Assistant Summer Research Schedule

#### 2019

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Payroll Period</th>
<th>Payroll Schedule Dates</th>
<th>Payroll Retro Processing Dates</th>
<th>Payroll Processing Dates</th>
<th>Payroll Payment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2019</td>
<td>05/15/2019-05/31/2019</td>
<td>05/23/2019</td>
<td>05/28/2019</td>
<td>05/31/2019</td>
<td></td>
</tr>
<tr>
<td>June 2019</td>
<td>06/01/2019-06/30/2019</td>
<td>06/19/2019</td>
<td>06/24/2019</td>
<td>06/28/2019</td>
<td></td>
</tr>
<tr>
<td>August 2019</td>
<td>08/01/2019-08/14/2019</td>
<td>08/22/2019</td>
<td>8/27/2019</td>
<td>8/30/2019</td>
<td></td>
</tr>
</tbody>
</table>
Graduate Assistant Summer Appointments

The following grid is provided as a guide for appointing Graduate Assistants during the summer. Graduate Assistants are those graduate students who have been given an assistantship. Graduate students without assistantships should be considered a student worker.

<table>
<thead>
<tr>
<th>Status during the Summer</th>
<th>Summer Tuition Exception</th>
<th>Summer Non-resident Exception</th>
<th>Paid</th>
<th>Workday Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Month GA (August-May) &amp; Fall only + Spring Only GA</td>
<td>Graduate student who had an assistantship and was a full-time graduate student in both the preceding fall and spring semesters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GA Enrolled part-time &amp; not working</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>GA Enrolled part-time &amp; working</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>GA Student Allowance or GA Instructional Allowance</td>
</tr>
<tr>
<td>GA Enrolled full-time &amp; not working</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>GA Enrolled full-time &amp; working</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Continue GA Appointment for Summer</td>
</tr>
<tr>
<td>GA Not Enrolled &amp; working</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>GA Student Allowance or GA Instructional Allowance</td>
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</tbody>
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<th>Workday Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Only or Spring Only</td>
<td>Graduate student who had assistantship only in the fall or only in the spring but not both semesters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GA Enrolled part-time &amp; not working</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>GA Enrolled part-time &amp; working</td>
<td>No</td>
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<td>GA Enrolled full-time &amp; not working</td>
<td>No</td>
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<td>None</td>
</tr>
<tr>
<td>GA Enrolled full-time &amp; working</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Continue GA Appointment for Summer</td>
</tr>
<tr>
<td>GA Not Enrolled &amp; working</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
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<tr>
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<th>Paid</th>
<th>Workday Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Entry</td>
<td>Graduate student who will be entering grad school during the summer or has been accepted to grad school and will begin full-time status in the fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrolled part-time &amp; not working</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Enrolled part-time &amp; working</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Pay as a student worker</td>
</tr>
<tr>
<td>Enrolled full-time &amp; not working</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Enrolled full-time &amp; working</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>GA Appointment Beginning in Summer</td>
</tr>
<tr>
<td>*Not Enrolled &amp; working</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>Pay as a student worker</td>
</tr>
</tbody>
</table>

**Applies to two types of students:**

1. Student graduated in May as an undergraduate from LSU and has already been accepted into LSU Graduate School and is enrolled full-time in the fall semester.
2. Continuing graduate student who was enrolled full-time in the spring semester and will be full-time in the fall semester as well.

If a student enrolled in graduate school is granted an assistantship, the student will be moved to the Graduate Assistant employment type. If a graduate student is granted a position that is not considered to be an assistantship, the graduate student will remain in student employment.

Graduate students who graduate and do not have plans to continue to another program at LSU and graduate students who are Degree Only are not eligible to be employed as a Graduate Assistant or Student Worker.

Employment documentation of eligibility should be attached to employment records.
Allowance Plan vs. Continuation of Salary
Allowance Plan vs. Continuation of Salary

When should I use an Allowance Plan?

If a Graduate Assistant is teaching or if they are performing non-teaching duties during the summer, and they do not qualify to remain a Graduate Assistant per the Graduate School Policy.
Summer Allowance Plans
Summer Allowance Plans

Instructional Allowance vs. Student Allowance
Summer Allowance Plans

Instructional Allowance

- Teaching during the summer
- Does not qualify to remain a GA per Grad School policy (not enrolled FT)
- Job profile should reflect appropriate Teaching Assistant profile
Summer Allowance Plans

Student Allowance

- Non-teaching duties during the summer
- Does not qualify to remain a GA per Grad School policy (not enrolled FT)
### Summer Allowance Plans

#### Instructional Allowance Plan
- The dates of the GA Instructional Allowance Plan must follow the Summer Session A and B teaching dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session A</td>
<td>05/28/2019 – 08/02/2019</td>
</tr>
<tr>
<td>Summer Session B</td>
<td>05/28/2019 – 07/10/2019</td>
</tr>
</tbody>
</table>

Actual End Date must be listed to stop payment
Summer Allowance Plans

Student Allowance Plan

Follow the dates work is performed, between 5/15/19 – 8/14/19

Actual End Date must be listed to stop payment
Summer Allowance Plans

- Submit the allowance plans through a Request Compensation Change > Add/Remove Allowance Plan

**Monthly amount & frequency**

**No Proration** – the GA will receive the full monthly payment during each pay period that the date range falls within. The number of pay periods the dates cover will determine the number of payments and the monthly amount of the allowance

**Amount split evenly over pay periods**
Summer Allowance Plans

Request Compensation Change

Add/Remove Allowance Plan

Compensation Plan
Graduate Assistant Instruction Allowance

- **Amount**: 1,000.00
- **Currency**: USD
- **Frequency**: Monthly

Additional Details
- **Expected End Date**: 07/11/2018
- **Actual End Date**: 07/11/2018
Summer Allowance Plans

Example:

A Graduate Assistant is teaching from 5/28/19 until 7/10/19 and is not eligible to remain a Graduate Assistant during the summer.

If the Graduate Assistant is earning $2,500 for teaching the course, how much will he earn per month?
Summer Allowance Plans

Example:

$2,500/3 pay periods (May, June, July) = $833.33 per month

A Graduate Assistant is teaching from 5/28/19 until 7/10/19, and is not eligible to remain a Graduate Assistant during the summer.

If the Graduate Assistant is earning $2,500 for teaching the course, how much will be earned per month?
Continuation of Salary
Continuation of Salary

You should not use an allowance plan...

• For 12/12 Fiscal Graduate Assistants

• Graduate Assistants working over the summer who qualify to remain as such per the Graduate School policy
Continuation of Salary

Teaching Duties...

Follow summer school calendar

Job Profile: Ensure correct Teaching Assistant Profile (Change Job)

- The Job Profile can also be updated through a Change Job > Job Continuation if needed
Continuation of Salary

Non-Teaching Duties...

Follow the dates work is performed

Actual End Date must be listed to stop payment
Continuation of Salary

Yearly amount & frequency

Proration Occurs

Change Job
Job Continuation
Continuation of Salary

Example:

A Graduate Assistant is performing research from 5/15/19 until 7/31/19 and is eligible to remain a Graduate Assistant during the summer.

If the Graduate Assistant is earning $4,000 for summer work, how much is earned in May?
Continuation of Salary

Example:

$4,000/2.5 \text{ pay periods} = \boxed{$1,600} \text{ per month}$  

$\boxed{$1,600 \times 12 \text{ months}} = \boxed{$19,200} \text{ per year}$

A Graduate Assistant is performing research from 5/15/19 until 7/31/19 and is eligible to remain a Graduate Assistant during the summer.

If the Graduate Assistant is earning $4,000 for summer work, how much is earned in May?
Continuation of Salary

Example:

$4,000/2.5 \text{ pay periods} = \frac{1,600}{23} \text{ per day} = \frac{1,600}{23} \text{ (working days in May)} = 67.57 \text{ per day}

$1,600 \times 12 \text{ months} = 19,200 \text{ per year}$
Continuation of Salary

Example:

$4,000/2.5 pay periods = $1,600 per month

$1,600 x 12 months = $19,200 per year

$1,600/23 (working days in May) = $67.57 per day

$67.57 x 13 (days worked in May) = $904.41
Continuation of Salary

Proration causes slight overage in payment...

Example:

GA was to be paid $4,000 for the summer:

$904.41 for May
$1,600 for June
$1,600 for July

\[ \text{Total: } 4,104.41 \]

Overpayment of $104.41
Continuation of Salary

Enter Effective Date

Reason: Job Continuation

Start Details

- When do you want this change to take effect? *
  - 05/15/2018

- Why are you making this change? *
  - Job Continuation

Who will be the manager after this change?
- Pallavi Rastogi (00008180)

Which team will this person be on after this change?
- LSUAM HSS - English - Graduate Programs (Pallavi Rastogi (00008180))

Where will this person be located after this change? *
- 0260 O.K. Allen Hall

Do you want to use the next pay period?
Continuation of Salary

- Update the End Employment Date
- AWP/DPP is 12 month for all GA’s
Continuation of Salary

- Enter annualized amount with annual frequency

Actual End Date must be listed to stop payment
For questions regarding GA transactions in Workday, please contact Chelsea Juneau in HRM at cjuneau1@lsu.edu