

College HR Process: Graduate Services Assistantships to Teach Summer Courses

Contact: [HR Specialist for Graduate Assistantships](#)

Last Updated: 3/19/18

Description:

Graduate Students that serves as Teaching Assistantships during the academic year can be hired as Graduate Services Assistants (GSAs) to teach in the summer. This process is relevant for summer session courses and for Distance Education Courses (DE) held in the summer sessions. These instructions are only for teaching and not for graduate students conducting research in the summer.

Hire Process:

GSAs should be hired using the A198 job code at .725 FTE. Select the account override box when entering the distribution to use account code 51311, instead of the default account 51113. The override box is found in the Distribution Details section of NextGen. This override will result in the salaries paying on the teaching account code for graduate assistantships, 51311. Please refer to the [NextGenManual](#) for detailed instructions. Current graduate students should be hired as GSAs after their auto term date has passed rather than entering modifications.

Departments should use the following dates for summer sessions: Summer 1 – May 16 thru June 30, Summer II – July 1 thru August 15, and 10-Week Session – May 16 thru August 15. All students participating in the RA-TA Health Insurance Plan for the Spring semester will retain their RA-TA Health Insurance coverage through 7/31, regardless of which job code is used for summer employment. Students who were not on the RA/TA plan in the spring will need to work with the GSSP office to establish summer insurance eligibility. For more information about GSSP, visit: <https://grad.ncsu.edu/students/gssp/>. The system will issue a terms and conditions letter.

GSAs should be assigned 29 hours a week (.725 FTE) during a 5-week period. During the summer session that the graduate student is teaching, departments should ensure that the GSA has no other jobs and are not limited by visa requirements during the 5-week period.

Departments should choose an hourly rate to pay graduate students that is equitable within their department. However, the maximum is \$34 per hour. For example, if the hourly rate is \$34 per hour, the full payment would be \$4,930 over the course of a five-week session \$34 per hour x 29 hours per week x 5 weeks. The NextGen system requires an annualized salary to be entered for an appointment. To calculate the annualized salary, click on the “Bi-weekly Calculator” in NextGen to download a Microsoft Excel spreadsheet that assists you in calculating the annualized salary. In the spreadsheet, you must enter the start date of the appointment, the end date of the appointment, and the total take home pay that the student should receive. The spreadsheet will then calculate the annualized salary – enter this number into the “Annual Salary” field on the “Initiator” page.

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Budget Implications:

By hiring graduate students as GSAs, just like during the academic year, they will be paid on the bi-weekly payroll schedule. Although Summer 1 continues through late June, typically work beyond the 1st or 2nd week of June pays in the following fiscal year. Note that these dates vary per year; you should consult the bi-weekly schedule to determine the pay dates for this fiscal year.

Instructor of Record:

Please reference University Regulation [05.20.40 section 4.1.5](#) regarding the qualifications for teaching.

Note:

Any exceptions to this policy will require Dean's approval in advance.