



Graduate Students:

Enrollment and Employment
Updated April 4, 2024

Basic Principles

- In order to be employed in a GRA/GTA category, graduate students must be registered for **at least** 12 hours and have the following stipulations:
 - Fall and Spring:
 - 9 hours must be Graded/Pass/Fail;
 - Summer:
 - 6 hours must be Graded/Pass/Fail
- GT must use GRA and GTA appointments consistently and must be continuous for each term they are on a GRA appointment, including Summer terms.

Basic Principles (Cont.)

- Hiring types:
 - GRA or GTA
 - Full time student (12 or more hours)
 - 13-20 hours per week; 33%-50% time (aka 33% or 50% FTE).
 - Tuition waiver provided
 - GA
 - Administrative work or small jobs
Part-time student (3+ hours)
 - No more than 20 hours per week.
 - No tuition waiver provided
- Student Assistant
 - Administrative work
 - Part time (1-3)
 - No more than 20 hours per week.
 - No tuition Waiver provided
- Limited exceptions can be granted. Exceptions must be sought from Corey McAllister in Graduate Education.

GRAs/GTAs

- A graduate student working 13 to 20 hours per week doing research or teaching/classroom work **must** be hired as a GRA or GTA through Administrative Services Center!
- Once students start working as GRAs on a project, they **must** continue in that status through their involvement in the project, including Summer terms.
- Reason: consistency of charging principle
- Things that come with this:
 - Students must register as full-time (12 hours or more)
 - Home Unit must provide tuition waiver
 - Grant will be charged for tuition
 - Summer is just like any other term
 - Hiring unit provides the offer letter
 - Must meet the minimum stipend, found [here](#)

Graduate Assistant (GA)

- GT has determined that this hiring mechanism will not carry a tuition waiver.
- Hourly rate can be any amount set by the hiring unit.
- Since it is a student hiring category, under the principles articulated above, the student **must** be registered for a minimum of three credit hours.
- If the student is temporarily not registered for classes but will be enrolled the following semester, they can be employed as an hourly Student Assistant (SA) instead of a GA.
 - Note: students who are not enrolled in classes will not be eligible for IRS student exclusion criteria and will have Georgia Defined Contribution Plan (GDGP) and Medicare tax deducted from their pay.
- To seek exceptions, please email Corey McAllister in Graduate Education.

Full Time work in the Summer

- Students who are not registered for summer classes can work up to 40 hours per week.
 - Full time work is not available to GRA, GTA, or GA positions.
 - Students must be hired as Student Assistant (SA) positions in order to work 40 hours per week.
 - If a student is not finished with a GRA research project, they **should only be hired** as a GRA during the summer.
- Please note that:
 - GRA and GTA funding mechanisms should never be used for full-time hires.
 - Since the student will not be enrolled in classes, they will not be eligible for IRS student exclusion criteria and will have Georgia Defined Contribution Plan (GDGP) and Medicare tax deducted from their pay.

Short Work Break (SWB)

- Short Work Break (SWB) should be used for positions that will not be getting paid nor working for period of time (ie not working over the Summer)
 - You **can't** have a student on SWB and be hired in a different position during the same term!
- The SWB will allow you to not have to rehire or terminate the student and have the student to continue to work with you or another unit.
- You must put a time frame in which you want the student to not work. You will reactive the student when the time is over.
 - No rehire is needed!

No End Dates

- End dates are no longer needed for hiring students!
- Keep the end date blank on the Direct Hire Form (DHF) and terminate the student when you officially want to terminate the student.

Information Sources

- The Policy:
 - <http://www.policylibrary.gatech.edu/student-affairs/graduate-student-enrollment-and-employment>
- On the Graduate Education website:
 - These slides
 - GRA,GTA,GA Hiring Training Manual
 - Summary table
 - FAQs
 - Link: <http://www.grad.gatech.edu/fs-student-employment>
- Send questions or requests for exceptions to Corey McAllister
 - Include student name, GTID and the specific reason for the exception.
- GTHR Student Employment
 - <https://ohr.gatech.edu/student-employment>

Contact

- Graduate Education
 - Corey McAllister (Academic Coordinator for Graduate Hiring) – cmcallister9@gatech.edu
- Human Resources
 - Karine Avagian (Student Employment Coordinator) – karine.avagian@ohr.gatech.edu