PLEASE READ THE FOLLOWING INFORMATION COMPLETELY AND THROUGHLY BEFORE entering Graduate Assistantship Appointments for Fall Semester 2017/Spring Semester 2018.

NOTE: Jolene Smeltzer will be helping approve appointment forms, so any emails sent to Denise Miller @ dls3@psu.edu should also be copied to Jolene at jrw298@psu.edu

Appointment Deadlines

GRAD   Graduate assistantship reappointments (GRAD) are due to Denise Miller in the Office of Administrative Services on: <mark>Tuesday, July 18, 2017</mark>.

NAPP   Graduate assistantship new appointments (NAPP) are due to Denise Miller in the Office of Administrative Services on: <mark>Wednesday, August 2, 2017</mark>.

Note: Paper backup information needed for either type of appointment should be mailed to Denise in 208 Ag Admin. DO NOT mail backup the day before or the day of a deadline. It should be hand delivered.

Deadlines are firm and should be met. DO NOT submit any appointments forms after these deadlines. If you have an <u>exception</u> that needs to be addressed, please send an email to Denise at dls3@psu.edu and Jolene at jrw298@psu.edu with the student's name as the Subject line. List the reason why the form was not submitted on time. You will then be notified IF the form can be submitted. Any forms submitted for approval <u>after</u> the above listed deadlines cannot be guaranteed to receive an August pay.

Appointment Dates for FY 2017/18

A normal fall or spring semester consists of an 18-week period. The appointment dates to be used in the IBIS form are as follows:

Fall semester appointment only:
August 21, 2017 – December 22, 2017

Fall & spring semester appointments:
August 21, 2017 – May 5, 2018

Background Checks

All Graduate Assistantship Appointments MUST have a background check done. All new appointments should have the background check completed PRIOR to entering the appointment form.

Background check forms can be obtained from the Office of Human Resources. Questions should be directed to Jennifer Solbakken at jls142@psu.edu or 3-5697.

Once the background check is completed with a positive result, THEN THE APPOINTMENT FORM CAN BE ENTERED INTO IBIS.

I-9 Forms

NOTE: The begin date on the appointment form <u>must</u> match the "employee's first day of employment" date on the I-9. I-9's should be completed, signed and dated no later than 3 business days after the appointment begin date (or any time before the appointment begin date).

The current I-9 form to be used dated 3/31/16. Please refer to Human Resources website for a copy of the current form to be used.

http://agsci.psu.edu/hr/new-employees/wage-new-hire-forms/I9.pdf/view

I-9's for graduate assistantships appointments should be <u>completed by the department</u>. Please follow the new instructions for I-9 completion listed on the form. I-9's will be E-verified by Denise.

In IBIS: I-9s should then be entered into AI9F or updated in UI9F <u>PRIOR</u> to the start of entering the appointment form. AI9F and UI9F screens can't be done while an appointment form is in the approval path. You must wait until after the form is completely approved.

Terms of Offer Form

Be sure to complete a *Terms of Offer of a Graduate Assistantship* each year for every graduate student on an assistantship appointment. Please note that the *Terms of Offer* document should <u>not</u> be used for fellowship recipients, and that appointment to a Graduate Assistantship is only allowable for students enrolled in graduate degree programs under the Graduate School and registered for courses that are applied to their graduate degrees within the credit limits referenced.

Section II of the *Terms of Offer of a Graduate Assistantship* includes the following question: "Will all of the duties assigned to this student be required of every degree candidate in the applicable program as a condition of receiving a degree?" and it requires confirmation by selecting a "yes" or "no" response for fall and spring semesters. The response to this question is of <u>significant</u> importance, as it governs the state and local tax status of assistantship recipients. In selecting as response, please consider the following:

- If a student is undertaking assistantship duties, <u>all</u> of which are fulfilling a requirement for his/her degree, and <u>all students in that degree program must fulfull this requirement,</u> then the correct response is "yes".
- If only some students in the degree program undertake teaching or research activities, or <u>there is no graduate degree requirement to do so,</u> then the correct response is "no".
- If a student is undertaking research activities and all of the <u>work he/she is undertaking is related and applicable to his/her master's thesis or doctoral dissertation</u>, then the correct response is "yes".

Terms of Offer form (continued)

The determination of the appropriate response to the above referenced question can be complex, but entering the correct response is <u>extremely important</u>, as it impacts the student's tax liability and Penn State Payroll withholding. Examples are provided in Appendix A to guide correct responses to this important field on the paper form and the IBIS graduate appointment form.

When processing the graduate assistantship appointment, the following pop-up window appears:

All of the duties assigned to this student are required of every degree candidate in the applicable program as a condition of receiving a degree.

___ YES
___ NO
___ NOT KNOW

Appointing units must be prepared to provide documentation that the duties of the assistantship are degree requirements if the "yes" response is entered on the student's IBIS appointment. Generally, this would be reflected in the degree requirements for the program approved by Graduate Council and listed in the Graduate Degree Programs Bulletin. This item is subject to audit, and selecting the incorrect response can result in tax adjustments falling back onto students or their units. If you have any questions regarding the above-referenced policy and procedural information, please contact the Graduate School's Office of Graduate Fellowships and Awards Administration at gsfellowships@psu.edu.

<u>Appointment Types</u>

Reappointments:

- To appoint a returning graduate or fellow who has been on wage payroll or Fixed-Term II for the summer, please use the GRAD form in IBIS.
- To appoint a returning graduate or fellow who was not appointed for the summer (with less than an 18-week break in appointment), please use the GRAD form in IBIS.

New appointments:

- To appoint new graduate assistantship or fellow you will need to use the NAPP form in IBIS. When processing a new appointment, be sure to complete the forms on the "Check List for New Graduate Assistantship Appts". (Next page)

Check List for New Graduate Assistantship/Fellowship Appointments

STUDENT NAME:_____

PSU ID NUMBER:_____ **APPT DOCUMENT #:**_____

UNIT NAME:_____

Background check completed on _____

1. _____ *Employee's Withholding Allowance Certificate (W-4)*
2. _____ *Employment Eligibility Verification (INS Form I-9 dated 3/31/16),* *and the appropriate backup ONLY should be sent.* *(Important: The appointment begin date on the IBIS form MUST match the "employment began date" on the I-9 form.)*
3. _____ *Salary Deposit Request (mandatory)*
4. _____ *Worker's Compensation Employee Notification Form*
5. _____ *Drug Free Workplace Form*
6. _____ *University Intellectual Property Agreement Form* *(mail the original to 113 Technology Center and attach a copy to this "Check List")*
7. _____ *GRAD - Terms of Offer for a Graduate Assistantship OR* _____ *FELLOW – Memorandum/Terms of Officer for a Fellowship*

For Non-U.S. Citizens, also include:

8. _____ *Alien Information Request Form & appropriate backup.*

COMPLETED BY & PHONE NUMBER: _____

For all new appointments, please send this Check List with the above forms to Denise Miller in 208 Ag. Admin. Bldg.

dlm 7/6/16

Stipend Rates

Please refer to the "Table of Stipends for Graduate Assistants" in GURU effective Fall semester for 2017/Spring 2018. See attached copy. https://guru.psu.edu/gfug/appendices/app05-1617.html\

Effective Fall Semester 2017, the University's minimum Grade level is a Grade 12.

Appointment of graduate students to half-time assistantships at stipend grades 9, 10,11 and 27 OR to quarter- or three-quarter-time assistantships at any grade (9-27) is intended for special circumstances where it becomes necessary to provide stipend rates outside the required half-time grades of 12 through 26.   Special circumstances may include external fellowship supplements that require less than typical levels of institutional support; extreme market competitiveness within a disciplinary field; the requirement by an outside sponsor to provide specified institutional match that exceeds the highest stipend level; or comparable extenuating situations that necessitate rates outside the established range. Approval for all such offers should be obtained PRIOR to the conveying assistantship support to prospective or continuing students. Please complete the "Variable Rate and ¼- and ¾-Time Assistantship Request Form.

Approved copy should be sent to Denise Miller along with any other backup paperwork for that student.

<u>Tuition Rates</u>

Tuition rates will be updated once the Board of Trustees meets in July.

Grant-in-Aids (GIAs)

Departmental:
- GIAs are allocated to each department for each fiscal year.
- Do not use more than your department's allocation. Your department could be held financially responsible for any overage at the end of Spring Semester.
- Each department should be tracking their allocation and GIAs used in order to take advantage of your departmental GIAs in order to use your entire allocation. A report will be sent at the end of Fall Semester and again in the Spring for verification.

Deans:
- If you have received a commitment for GIAs from the Deans (i.e. Dr. Thompson or Dr. Christ), please make sure to reference the "commitment title" (from the email sent from me regarding this commitment) in the Notepad Area of the IBIS appointment form. If you have any questions regarding Dean's GIA commitments, please ask.

Grant-in-Aid Rates

Any tuition charged for graduate assistantship and fellowship appointments are charged at the following rates:

1 GIA = full tuition rate
.25 GIA = 601 student (and audit) tuition rate
.35 GIA = 601 for credit tuition rate

Grant-in-Aid Budget/Fund Number

The Grant-in-Aid budget number for the College of Agricultural Sciences is 01041-66 UP 1001.

Even though you do not need to reference this number when processing an appointment within our College, you will need to provide it to an "outside" college when they are processing the appointment form. In addition, you will need to provide them with the sub object. The sub object would be your unit name if using a "departmental gia".

If referencing a Dean's commitment, the sub object would be either "DEAN" or "DEANFS". DEAN is those committed by Dr. Thompson. DEANFS is for those committed by Dr. Christ for Faculty Startup commitments. If working with an outside budget, please ask to have the appointment form forwarded to Denise at dls3 for approval. Any questions, please ask.

Pay Budget/Fund Fields

Graduate Assistantship appointments (Object Code 164)
> The "Pay Budget and Pay Fund" fields in IBIS form should be listed as 04004-98 UP 1002 (this is our clearing account).

Fellowship appointments (Object Code 395)
> The "Pay Budget and Pay Fund" fields in the IBIS form should be listed as your "departmental budget and fund". Note: Fellowship appointments cannot be paid on general funds per Policy PR03 in GURU.

Notepad Area of the appointment form

The Notepad Area of the appointment form must include the following items:

First line: *Stipend: budget, fund, object code, project number and sub object (if needed)*
Notes: You may list funding information for individual months or groups of months, if needed. If a fund is terminating during the appointment, please list the appropriate funding for each month. This means that you should temporarily charge your assistance funds if grant funding is not available yet. Do NOT temporarily charge your general funds. Assistance funds will be charged for those months where grant funding is not available for the entire appointment.

If you have a commitment from the Dean's Office which includes stipend, you will need to charge your department general funds. Shortly after the appt. form is approved, a budget amendment will then be processed to reimburse your general funds.

Second line: *Tuition: budget, fund, object code, project number and sub object (if needed) OR if using a department GIA, Dept GIA.*
Notes: You may list funding information for individual months or groups of months, if needed. If a fund is terminating during the appointment, please list the appropriate funding for each month. This means that you should temporarily charge your assistance funds if grant funding is not available yet. Do NOT temporarily charge your department GIAs. Assistance funds will be charged for those months where grant funding is not available for the entire appointment.

Third line: *I-9 Status: New one mailed on (date)* **OR** *On file with Denise* **OR** *Wage – Ag HR forwarding to original to Denise.*
Notes: If the original I-9 is with Ag HR for wage payroll or FT2, please ask HR to send the original to Denise in order to expedite the approving of the appointment form quickly. If the original I-9 was done by an outside college, you must contact that area to have it sent to Denise.

Appointment forms will NOT be approved unless there is a current I-9 on file.

Bunton-Waller, College/University Fellowships and/or FEGR

If your department has any FEGR, Bunton-Waller graduate assistantship appointments or College/University fellowship appointments to process, a separate email listing the specific instructions and budget information for those appointments will be sent soon.

Salary Advances

Salary advances will only be considered for the most extenuating circumstances.

Note: The appointment form should be COMPLETELY approved before a salary advance is requested.

AFTER the appointment form is approved, please send an email to Denise at dls3@psu.edu and Jolene Smeltzer at jrw298@psu.edu if you need to have a salary advance considered. The email should explain why the appointment form was not processed by the deadline, with approval from the Unit Leader will be required. If approved, instructions will be provided.

Salary Advances should not be used as a mechanism to pay your graduate assistants for the first month due to lack of meeting the appointment deadlines.

Salary advances will not be considered until AFTER the August payroll is processed. (August 31, 2017)

Helpful Hints

Once you begin submitting appointment forms, please watch your IBIS que daily for any forms that need corrected or have missing information or backup. Forms will be forwarded back with a note in the notepad as to what correction needs done.

BFMB in IBIS is a good tool to watch the "status" of all grad forms to. Instructions:

> BMFB at next function line
>
> Enter home budget
>
> Enter GRAD for reappointments and GFSA for new appointments
>
> Enter date of 07-01-2017
>
> Look at the ACTION column:
>
>> NEW = means for still needs SUB for submitted
>>
>> CAN = means for has been cancelled
>>
>> REJ = means for has been rejected
>>
>> APP = means for is in the approval path
>>
>> UPD = means for has been approved by the Payroll Office and is now awaiting the automatic update process

New International Students not arriving until late August should be advised that their first paycheck may not be received until the end of September.