



## **GRADUATE STUDENT APPOINTMENT MANUAL**

**2020-2021**

*This Graduate Student Appointment Manual will provide you with the salary and tuition information you will need to appoint graduate students for the academic year 2020-2021.*

*Revised 05/2020*

## TABLE OF CONTENTS

### Table of Contents

<b>Definitions</b> .....	<b>3</b>
<b>Student Faculty Job Codes and Descriptions</b> .....	<b>4</b>
<b>Graduate School Policies on Appointments</b> .....	<b>5-8</b>
Eligibility.....	5
Appointment Procedures .....	6
Hourly Appointments .....	8
Exceptions .....	8
Terminations.....	8
<b>Tuition Remission Information</b> .....	<b>9-12</b>
Tuition Remission Eligibility .....	9
Tuition Calculation.....	9
Insurance Contribution.....	10
Fees.....	10
Non-Resident Policy.....	10
Retroactive Tuition Remission .....	11
Access to Enter Tuition Remission .....	11
<b>Fellowship Guidance</b> .....	<b>11</b>
<b>Student Retirement</b> .....	<b>13</b>

## DEFINITIONS

**AY-** Academic Year (fall and spring).

**Employee ID** - Assigned when a student is first hired and entered into the payroll system. It is distinct from the student number. Six digits long.

**FERPA-Family Educational Rights and Privacy Act-** FERPA is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings. Student employees are protected by FERPA guidelines. Keep issues regarding a student employee private, just as you would for a permanent employee. For further clarification of FERPA guidelines, please see the CU Boulder FERPA website at: <http://www.colorado.edu/registrar/faculty-staff/ferpa>.

**Graduate Student Faculty Positions** – This includes GA, TA, RA, and GPTI appointments. These appointments are only open to full-time, degree-seeking graduate students enrolled on the Boulder campus.

**OCG-** Office of Contracts and Grants.

**Patient Protection and Affordable Care Act** - This is the federal law that is often referred to as the Affordable Care Act (ACA) and nicknamed "Obamacare." Among its provisions is the "employer mandate" which requires employers with more than 50 employees to offer employer-sponsored health care to certain employees and their dependent children or pay a penalty.

**SPA-** Sponsored Projects Accounting.

**Scholarship Payment Form** - Graduate School form used by departments to pay tuition, fees, insurance or a flat amount to Graduate Students. Available on Graduate School website <https://www.colorado.edu/graduateschool/funding/funding-administration>. Instructions are available in the [User Guide](#). If you have any questions, please contact [grad\\_isaf@colorado.edu](mailto:grad_isaf@colorado.edu).

**Student Number-** University I.D. number assigned to students upon applying. Nine digits long.

**Tuition Remission** - Part of the compensation package for all students on qualifying appointments. Students receive a certain amount of tuition coverage depending on the percentage of their appointment.

## **JOB CODES FOR GRADUATE STUDENTS**

### **1502 Graduate Assistant (GA)**

Graduate students who have assignments within the department but are not directly involved in instruction.

### **1503 Graduate Part-Time Instructor (GPTI)**

Graduate students who must have master's degree or equivalent, and have demonstrated competence in classroom teaching. GPTIs generally are given full responsibility for an undergraduate class and designated the instructor of record. The activities may include preparing the course syllabus, instructing their class, holding office hours, determining of grades, etc. The state of Colorado oath must be signed by all active GPTIs and kept in their home department.

### **1504 Graduate Reader**

This title is used for positions where the purpose is solely to grade test or term papers.

### **1505 Research Assistant (RA)**

Graduate students assisting with and performing research, writing up results of experiments, presenting findings at conferences, etc.

### **1506 Teaching Assistant (TA)**

Graduate students who supervise and lead quiz sections, discussion sections, recitations or laboratory sections, serve as class assistants, or perform comparable activities. Each TA must be under the guidance of a particular professor(s) designated by the department chair or his/her delegate. TAs are not placed in overall charge of courses.

### **3204 Pre Doc Trainee (Fellowship)**

Graduate students on training grants or fellowships— no service to the university is expected. Payment allows for student to continue their education.

### **3205 Student Stipend (Non-grad)**

Trainees, who are not graduate students but enrolled in high school or undergraduate programs, on training grants – no service is expected. Payment allows for the student to continue their education.

## **GRADUATE SCHOOL POLICIES ON GRADUATE STUDENT FACULTY APPOINTMENTS**

**All qualifying graduate appointments include salary, tuition coverage (the amount of which is dependent on the percentage of appointment) and partial coverage of the insurance premium<sup>1</sup>.**

### **Eligibility**

In order to be eligible to hold a graduate appointment students must be currently enrolled full-time as a regular, degree-seeking graduate student on the CU-Boulder campus.

- A Student enrolled in a professional program is not eligible to hold an appointment (e.g. JD, MBA) unless they are enrolled in a dual-degree program with a traditional graduate program.
- A student enrolled in a Professional Master's Program (PMP) is not eligible to hold an appointment unless they are enrolled as a dual-degree student with a traditional program.
- A student admitted as a provisional degree student is not eligible to hold an appointment without special permission until they are no longer considered provisional.
- At the discretion of their supervisor and/or home department, graduate students on academic probation may lose their eligibility to hold a graduate level appointment (TA, RA, GPTI, GA).
- Concurrent (BA/MA) students are not eligible to hold a graduate student appointment until they are considered to be at graduate student status as defined by the Graduate School.
- If the work involves export-controlled technology, employment may be contingent upon obtaining an export license from the Departments of State, Commerce or Treasury. The Office of Export Controls (303-492-2889) can assist in making this determination and applying for a license.
- A status J1 or F1 international student must have appropriate authorization for any work and not be employed for more than 20 hours per week while classes are in session (see <http://www.colorado.edu/oie/cu-boulder-hiring-departments/hiring-f1-or-j1-international-student> for more information). No exceptions.
- A student on appointment must demonstrate adequate progress every semester toward her/his degree.

---

<sup>1</sup> The one exception to the insurance contribution is if insurance is added in the summer term when the student did not have coverage in the preceding spring.

*Revised 05/2020*

## **Appointment Procedures**

The Graduate School requires letters of appointment for all graduate students, regardless of the type of the appointment – GA, TA, GPTI, and RA. These letters may be for a semester or the entire academic year but all contracts in HCM must be on a semester basis during the AY. These letters must indicate percentage of time, salary, period of appointment, maintenance of academic progress, etc. Academic year letters must contain a clause that the second semester appointment is based on the student's adequate academic progress and adequate performance in their appointment. The offer letter template can be found at:

<https://www.colorado.edu/graduateschool/funding/funding-administration> .

When hiring a new graduate student, confirm that a social security number has been entered in CU-SIS for the student. If the social security number is missing in CU-SIS, HR will not be able to confirm enrollment and the student will be automatically enrolled in and charged for student retirement. To add a social security number, the student must call or make an appointment with an Enrollment Services Representative (ESR) in the Office of the Registrar.

International hires can complete the Form I-9, but will need to return to HR to submit their Social Security Number in order to be processed through the E-Verify system. During this time, the international hire can continue working if a temporary SSN is entered into HCM.

Regarding the HCM start date vs. I-9/ E-Verify “start date”, the start date used for I-9/E-Verify will be the day that employees are physically here for work. Our interpretation of the rule is that the 3 day window begins when the employee is actually working on campus. For example, this year the HCM entry will be 08/15, but the employee may not actually arrive and begin working until the 1<sup>st</sup> day of classes. This 3 day window will begin each year on the 1<sup>st</sup> day of classes.

A student may not be appointed for more than 50% time while classes are in session during the academic year.

Incoming graduate students may not hold a student appointment until their first semester as an enrolled student. If a department wants to hire a student for the summer preceding their admit term, they should do so using a non-student position.

Within a department, and as far as possible throughout the University, graduate appointees holding the same type and level of service appointment should have equal workloads.

All graduate students must be paid at the campus standard rate set by the Graduate School each spring. Any deviation in this rate must be approved by the senior assistant dean of the Graduate School or designee prior to hire.

Auxiliary enterprises interested in hiring graduate students into one of these job classes are encouraged to do so through an academic department. In such cases the auxiliary enterprise will be responsible for providing the hiring department with salary, fringe benefits, and the resident portion of the student’s tuition.

*Revised 05/2020*

Students hired into security sensitive positions (this is very rare for graduate appointments) may require a background check before being employed. You may view the complete policy at: <http://www.colorado.edu/policies/background-check-policy>  
Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, sick leave, snow days, unemployment and/or paid holidays.

### ***Appointment Terms***

Appointment periods: Appointments in HCM must be entered on a per term basis. These positions are paid on a contract basis and are paid out at the last day of each month of work. Appointment begin and end dates for the contracts are as follows:

Fall Semester 8/15/YR-12/31/YR  
Spring Semester 01/01/YR-5/15/YR

**Salary increases for ALL student faculty positions go into effect on the first day of fall term contracts: 8/15.**

### ***TA & GPTI Appointments***

In making teaching assignments, factors such as course difficulty, necessary class preparation time, as well as number of in-course hours, should be considered. The percentage of appointment **must be equated to the number of hours the graduate student is expected to work.** For example, a student who is appointed for 50% can be expected to work no more than 20 hours per week. These 20 hours must include all duties necessary for the completion of the student's teaching assignment, i.e., office hours, in-class time, grading, and preparation time.

The department should endeavor to provide teaching appointees with facilities needed for satisfactory conduct of their duties, e.g., office space and access to telephones.

The laws of the state of Colorado require that people employed to teach in any state university who are citizens of the United States affirm in writing that they will support the constitutions of the United States and of Colorado, and that they will faithfully execute the duties of their employment. The state of Colorado oath must be signed by all active GPTIs and kept in their home department.

### ***RA/GA Appointments***

RA appointments should be set up on a per semester contract basis during the AY and contract during the summer. Summer contract dates are 5/16-8/14.

A department may require a student to work during semester breaks. However, the department should notify the student as part of the terms of appointment if it intends to do so.

*Revised 05/2020*

### ***Hourly Student Faculty Appointments***

Hourly appointments may only be used for graduate assistant positions if the weekly time commitment is less than 5 hours and/or they will be employed for less than one month. They will be paid the equivalent of the hourly rate of \$29.18 per hour X # of hours in calculating the payment. There is no tuition remission, nor university contribution to insurance. Undergraduate Research Assistants are paid the equivalent of an hourly rate of \$21.89, there is no tuition remission, nor insurance contribution.

### **Exceptions**

An exception to some of the regulations governing graduate student appointments may be warranted in special cases.

For a student to be appointed more than 50% in any capacity, the department must petition the Graduate School for an exception prior to the appointment begin date. This includes all types of appointments. A student may be appointed for 100% during the summer without filing an exception. International students may never be employed for more than 20 hours per week while classes are in session per visa regulations. For an appointment above 50% time utilize the petition form available on the Graduate School's funding administration site: <https://www.colorado.edu/graduateschool/funding/funding-administration>.

Graduate School level approval is no longer required for students to continue working on their first semester of probation. For a request involving an appointment when the student is on academic probation *for more than one semester* departments may request exceptions by writing to the senior assistant dean of the Graduate School before the beginning of the appointment. Requests should come from department faculty or staff (not the student) and include the following information:

- a) Department support for the exception
- a) The proposed resolution of the problems causing the probation
- b) Departmental monitoring of academic improvement

NOTE: Spring semester probation/suspension lists are available the last week of December and both the student and the department will receive notification of the probation/suspension. Students placed on suspension must have their appointments terminated immediately.

### **Employee Termination**

Students are “**at will**” employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance related or disciplinary reasons.

***We recommend that your department develop a termination policy and communicate it to your employees upon hiring. Some things you might want to consider when writing a policy are:***

- What are grounds for immediate termination (e.g. breach in confidentiality, theft, etc.), and what are performance issues that you will give the student a period of time to correct?

*Revised 05/2020*



Please ensure that when beginning the termination process the student is duly informed through written communication and the reasons for the termination are clearly articulated.

## TUITION REMISSION INFORMATION

Graduate students on qualifying appointments (salaried RA, GPTI, TA and GA positions) receive tuition remission as part of their compensation package.

### **Tuition Remission Eligibility**

1. Graduate students who have received a graduate assistantship (TA, GPTI, GA, or RA) of at least 15% time.
2. Graduate Readers, Pre-Doc Trainee (fellowship) appointments, and Undergraduate assistants are **not** eligible.
3. As a benefit of holding a GA, GPTI, TA, or RA appointment, a student receives tuition remission based on the percentage of his/her appointment.
4. Students must be appointed a minimum of 15% time and work for a minimum of 12 weeks in a semester during the AY to be eligible for tuition remission. If a student does not work the minimum 12 weeks the tuition remission will be removed and the student is responsible for the tuition and health insurance originally covered. **The 12 weeks starts on the first day of classes in the fall and January 1 for spring.**
5. Student must be employed on the Boulder campus
6. Withdrawal from a course after the census date without expunging the course will result in loss of tuition coverage for that course.
7. Student must be enrolled in a main campus graduate program (students enrolled through a JD, MBA or Professional Master program are only eligible if they are enrolled as dual-degree students with a traditional grad program).
8. Entry of the tuition waiver in MyCUInfo triggers the students' enrollment in Dental Insurance for qualifying appointments. There is typically a 3-4 day lag between waiver entry and enrollment.

A student must use the tuition remission in the semester in which they hold the position. For example, a student with a fall 50% TA appointment cannot carry over the tuition remission to the spring semester. Tuition remission must be applied directly against actual tuition charges on the student's bursar bill. In order to comply with federal requirements it may not be paid out as a general scholarship or as an increase in salary.

It is recommended that tuition remission be entered prior to the date when students can view their billing information for that term in [MyCUInfo](#). **Ensure** that it is entered prior to the [bill due date](#).

<b>Hours Employed per Week</b>	<b>Tuition Coverage</b>	<b>Appointment Percentage</b>
6	3 credit hours	15%
8	4 credit hours	20%

*Revised 05/2020*

10	5 credit hours	25%
12	6 credit hours	30%
14	7 credit hours	35%
16	8 credit hours	40%
18-20	9-18 credit hours	45-50%

*NOTE: Appointment percentages that fall between listed percentiles will always carry the tuition credit associated with the lower number. For example, a 38% appointment would carry a tuition credit of 7 credit hours.*

***Courses taken through Continuing Education, Extended Studies or Outreach programs do not qualify for tuition remission. Courses taken for no credit are not eligible for tuition remission.***

### **Insurance**

- Graduate assistant appointments of 20% or greater receive a university contribution to insurance benefits if enrolled in the Student Health Insurance Plan.
- Graduate assistant appointments of 20% or greater receive Dental Insurance at no cost to them.
- Students who select the Buff Value insurance plan will not receive an insurance benefit contribution.
- Students who are not enrolled for insurance in the spring and add it in the summer term will not be covered. If the hiring department wants to pay the insurance cost, they will need to contact the student health center directly to arrange payment.

<u>Plan</u>	<u>Plan Cost per semester</u>	<u>Benefit Amount</u>
Gold Comprehensive	\$1,948	\$1,773

### **Fees**

- Students are responsible for all mandatory fees each semester.
- The total amount will vary depending on graduate status and the number of credit hours being taken.
- For more information refer to <http://bursar.colorado.edu/tuition-fees/fees-description/student-fees/>

### **Tuition Remission for Non-Resident Students**

While non-resident students are always charged non-resident tuition, employers will only be billed tuition remission expenses at the resident rate. The differential between the resident and non-resident rate is covered by the university.

All domestic non-resident graduate students (including permanent residents) **must** obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student. Instructions on how to apply for residency can be found on the registrar's website: <http://www.colorado.edu/registrar/students/state-residency> . **Failure to do so will result in ineligibility for tuition remission, starting with the following semester.** As an example, a student who first starts working on a graduate appointment fall 2019 should have

*Revised 05/2020*

resident status for fall 2020. If they do not have residency by this time they will be given a one-semester “grace” period. Failure to achieve residency by spring 2021 will result in the student being ineligible to receive tuition remission.

International students are exempt from the residency requirement and the differential will be covered as long as they are on a qualifying appointment.

WRGP students are not required to obtain residency, but must ensure that they are being billed at the in-state rate.

Non-resident students who are enrolled in credits exceeding the amount covered by their appointment will be charged tuition at the non-resident rate for those additional credits. For examples, a non-resident student holding a 25% appointment is enrolled in 9 hours. The appointment will cover 5 credit hours and the student is responsible for the remaining 4 credit hours at the non-resident rate.

### **Retroactive Tuition Remission**

In cases where a student retroactively adds credit hours to a past term, departments must submit the change of records form to the Graduate School. Once the hours are adjusted it is recommended that the department check the bill to make sure the retroactive tuition remission has been applied.

### **Tuition Remission Exception**

For an RA appointment of less than 15%, if the student is being paid from a sponsored project, a Tuition Remission Exception form may be used to charge tuition in proportion to the actual effort on the sponsored project. A tuition waiver should not be entered in CU-SIS. The total hours worked during the semester will determine the maximum tuition benefit amount allowable on the project. Further information on the process may be found on the form itself, which is available on the [Scholarship Services site](#).

### **Access to Enter Tuition Remission**

All new and existing staff who process tuition remission and enter RA/TA waivers must request access by filling out section one of the CU-SIS and Document Management Access Form online and submitting it via email as an attachment to [Bursar\\_Access@colorado.edu](mailto:Bursar_Access@colorado.edu). The form and instructions for completing it can be accessed on the [bursar's website](#). Staff should also plan to complete the Introduction to CU-SIS, FERPA, and Introduction to CU-SIS SF lessons available in MYCUInfo. After staff members are granted access to the CU-SIS screens they can begin entering the RA/TA waivers. Step by step instructions on how to enter tuition remission in CU-SIS can be found here: <https://www.colorado.edu/bursar-campus-resources/tuition-remission> Student billing staff will be available to help with questions over the phone and can be reached at (303) 492-5381.

## **GUIDANCE ON USE OF FELLOWSHIP JOB CODES**

*Revised 05/2020*

These job codes receive payroll stipends. A payroll stipend is any amount paid to an individual to defray expenses, typically educational or in the pursuit of study or research. Payroll stipends are not subject to withholdings (i.e. FICA and Medicare taxes).

There is no expectation of services (job duties) to the University that the person must perform in exchange for the payment. The University is acting as an educational or training advisor (not a personnel supervisor) providing guidance or educational oversight to an individual performing an activity. In other words, the University acts as a resource to an individual and the individual retains the right to decide how, where and when to perform the activity.

### **Job Code Definition**

The following definitions for the Fellowship job codes, which receive payroll stipends, provide guidance on the characteristics of the position and identify accounting treatments.

- Pre-Doctoral (Pre-Doc) Trainee (3204) – Graduate students enrolled in a pre-doctoral program and participating on a training grant. No service to the University is expected. Payment allows for person to continue their education. The appointment is not eligible for employment benefits.
- Student Stipend (3205) – Trainees, who are not graduate students, but enrolled in high school or undergraduate programs and participating on a training grant. No service to the University is expected. Payment allows for person to continue their education. The appointment is not eligible for employment benefits.

### **Examples Where Fellowship Job Codes Should Be Used**

The following are situations that would require the use of a Fellowship job code in order to pay a stipend.

Trainees paid on Federal Training Grants and Fellowships – Federal agencies award training grants and fellowships that require the payment of a stipend for the trainees participating in the training program.

Federally-sponsored Pre-doctoral Fellowships - Awarded under a national competition on the basis of a student's intellectual merit and the potential that the student and her/his proposed research may have for creating positive societal impacts. Pre-doctoral fellowships are typically portable, meaning the recipient may choose the educational institution and graduate program for which the fellowship will be utilized. Pre-doctoral fellowships typically provide multiple years of funding at nationally competitive rates to fully support the educational and living expenses of recipients in the early stages of their graduate programs. Most include a cost of education allowance in addition to the fellowship stipend.

Recipient of Training Fellowship from Private Organization – It is not uncommon for the University to be the sponsoring institution for an individual receiving a Fellowship from a private organization (e.g. American Heart Association) with the purpose of providing Post-Docs or Pre-Docs an opportunity to expand their research knowledge and training. The fellowship is given as a training award. The individual who received the fellowship is

*Revised 05/2020*

responsible for carrying out the research protocol with guidance from a University mentor. The mentor acts as a resource to the individual, but the individual retains the right to decide how, where and when to perform the activity.

Participant in a Department-Paid Training Program – An example is first year Graduate Students rotating through laboratories to receive training, but not performing any services for the University.

Institutional graduate fellowships – May be offered by academic programs or the Graduate School for the purpose of recruiting or retaining graduate students and recognizing outstanding academic achievement. Institutional graduate fellowships are typically sponsored through donations made to the University of Colorado Foundation or through other authorized funds designated by the university.

#### **When Fellowship Job Codes Should NOT Be Used**

Because the fellowship job codes pay stipends, these job codes should not be used for someone who is performing a service for the University and being supervised by a University employee (supervisor). A supervisor has the right to instruct the individual how, where and when to perform the activity and provides a performance evaluation, at a minimum annually to the employee. This supervisory relationship is not negated when you provide the employee the freedom of action. The key factor is the University's *right* to control the details of the activity performed.

### **STUDENT EMPLOYEE RETIREMENT PLAN**

Employee Services runs an interface that pulls in 'real time' data, which updates student retirement status in HRMS daily, based upon current course load reflected in the student information system. ES will not process student retirement refunds for prior semesters without documentation from the student information system that shows that student enrollment data was not correctly reflected. In addition, if a student changes enrollment status midway through a semester, ES will not process any student retirement refunds that go back to the beginning of that semester. Further information on student retirement may be found on the [employee services](#) site. If you have any questions regarding Student Retirement refunds or processes, please contact the ES payroll support line at (303) 860-4200.

**NOTE:** In order for ES to verify student enrollment there must be a social security number in CU-SIS for the student. Hiring departments should confirm that there is a SSN in CU-SIS for all new students. If there is no number in CU-SIS, the student will need to call the registrar's office to update their information.

### **MANDATORY REPORTING**

In order to ensure a safe and non-discriminatory campus environment, all graduate teaching assistants and graduate students who oversee a lab or other people's work, are considered "responsible employees" and required to report any incident of discrimination, harassment, or sexual misconduct (including intimate partner abuse and stalking) involving *any member* of the CU community that is disclosed to them to the Office of Institutional Equity and Compliance (OIEC). This obligation applies regardless of where or when an incident occurred, including if it occurred off campus and/or before they were a member of the campus community, or how the information is conveyed. Annual training is required on related university policy.

*Revised 05/2020*

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY**

The University of Colorado Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees. The CU Boulder Equal Opportunity/Affirmative Action Policy can be found at:

<http://www.colorado.edu/policies/equal-opportunityaffirmative-action-policy>.