Managing your Graduate Appointment

New Graduate Student Orientation
Fall 2016

Ohio University’s Graduate College
Graduate Appointments
Three basic questions to address.
Graduate Appointments

Three basic questions to address:

• What type of appointment do you have?
• What do you need to know?
• How do you get paid?
Graduate Appointments
What type of appointment do you have?
Graduate Appointments

What type of appointment do you have?

• Types of Graduate Appointments
  – Teaching Assistant (TA)
  – Research Assistant (RA)
  – Graduate Assistant (GA)
  – Resident Director (RD)
  – Graduate Recruitment Scholarship (GRS)
  – Fellowship
Graduate Appointments
What type of appointment do you have?

• Types of Graduate Appointments
  – Teaching Assistant (TA)
  – Research Assistant (RA)
  – Graduate Assistant (GA)
  – Resident Director (RD)
  – Graduate Recruitment Scholarship (GRS)
  – Fellowship

Carry a work component paid through payroll as a stipend.
Graduate Appointments
What type of appointment do you have?

• Types of Graduate Appointments
  – Teaching Assistant (TA)  
  – Research Assistant (RA)  
  – Graduate Assistant (GA)  
  – Resident Director (RD)  
  – Graduate Recruitment Scholarship (GRS)  
  – Fellowship  
  May include a full, half, or partial tuition scholarship.
Graduate Appointments
What type of appointment do you have?

• Types of Graduate Appointments
  – Teaching Assistant (TA)
  – Research Assistant (RA)
  – Graduate Assistant (GA)
  – Resident Director (RD)
  – Graduate Recruitment Scholarship (GRS)
  – Fellowship

Requires the completion of employment paperwork.
Graduate Appointments
What type of appointment do you have?

- Types of Graduate Appointments
  - Teaching Assistant (TA)
  - Research Assistant (RA)
  - Graduate Assistant (GA)
  - Resident Director (RD)
  - Graduate Recruitment Scholarship (GRS)
  - Fellowship No work, disburses as financial aid.
Graduate Appointments
What type of appointment do you have?

• Types of Graduate Appointments
  – Teaching Assistant (TA)
  – Research Assistant (RA)
  – Graduate Assistant (GA)
  – Resident Director (RD)
  – Graduate Recruitment Scholarship (GRS)
  – Fellowship May include a tuition scholarship.
Graduate Appointments
What type of appointment do you have?

• Types of Graduate Appointments
  – Teaching Assistant (TA)
  – Research Assistant (RA)
  – Graduate Assistant (GA)
  – Resident Director (RD)
  – Graduate Recruitment Scholarship (GRS)
  – Fellowship Tax paperwork for non-U.S. citizens.
Graduate Appointments
What type of appointment do you have?

The appointment letter is sent to your Ohio University e-mail address.

Dear Graduate Award Recipient:

Congratulations! You have been awarded a graduate appointment at Ohio University. In order to facilitate and finalize your employment, please carefully review the information in this letter and take appropriate steps.

Please visit the Graduate Student Portal on the World Wide Web at http://www.ohio.edu/graduate/portal for the Council of Graduate Schools (CGS) Resolution and the Graduate Appointment Information and Policies for detailed requirements and information regarding all graduate appointment rewards. Refer to details about your appointment on page 3 of this letter.

If you have been awarded a fellowship and are NOT a United States citizen, the New Employee Tax Compliance Notification Sheet must be completed. If you are a United States citizen and have been awarded a fellowship with no accompanying service stipend, your appointment is complete and no further action is required on your part. Students may view details of their appointment via the Graduate Student Portal on the World Wide Web at http://www.ohio.edu/graduate/portal

If you have been awarded a service stipend, it is important that you access the Graduate Student Portal to view your appointment details and print necessary employment forms. To access the portal, students need to enter their Ohio ID and password.

Research & Technology Center 220
Athens, OH 45701-2979

T: 740.593-9616
F: 740.593-4625
www.ohio.edu/graduate

Student's Name

Date
Graduate Appointments
What type of appointment do you have?

Details Page:
- Type,
- Awards,
- Terms, and
- Amounts.

<table>
<thead>
<tr>
<th>Service Stipend</th>
<th>Terms</th>
<th>Type/Wk Hrs</th>
<th>Amount per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td>GRS/6</td>
<td>$900</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td>GRS/6</td>
<td>$900</td>
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</table>

<table>
<thead>
<tr>
<th>Tuition Scholarship</th>
<th>Terms</th>
<th>Amount per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Spring</td>
<td></td>
<td>$3,194</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>GRAD GENERAL FEE FUND (FSP)</th>
<th>Terms</th>
<th>Amount per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Spring</td>
<td></td>
<td>$134</td>
</tr>
</tbody>
</table>
Graduate Appointments
What type of appointment do you have?

Letter:
• Instructions
• Portal Link

Dear Graduate Award Recipient:

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www.ohio.edu/graduate
Graduate Appointments
What type of appointment do you have?

www.ohio.edu/graduate/portal
Graduate Appointments
What type of appointment do you have?

Portal:
- Appointment Letters
- Payment Plan
Graduate Appointments
What do you need to know?

Graduate Appointment Guidelines
Graduate Appointments

What do you need to know: Policy

Website: Graduate Appointment Guidelines

* Please be sure to read and understand all policies before accepting an appointment: Graduate Appointment Policies

The best student-centered
Graduate Appointments
What do you need to know: Policy

Graduate Appointment Guidelines:
www.ohio.edu/graduate/current/apptsdetail.cfm

The best student-centered learning experience in America
Graduate Appointments

What do you need to know: Policy

Excerpt from the Graduate Appointment Guidelines 8/2015:

Requirements to Maintain Your Graduate Appointment

Maximum hours of total employment are 20 hours per week on or off campus. Graduate appointment recipients may not accept other full-time employment, either within or outside of the University. Graduate students cannot have two full-time graduate appointments.

“Maximum hours of total employment are 20 hours per week on or off campus.”
Graduate Appointments

What do you need to know: Policy

Excerpt from the Graduate Appointment Guidelines 8/2015:

Table 1. Work Hour and Registration Requirements

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Work Hours</th>
<th>Academic Year Registration Requirements</th>
<th>Summer Registration Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA/GA/RA stipend with tuition scholarship</td>
<td>15 to 20</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>Fellowship with tuition scholarship</td>
<td>0</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>TA/GA/RA stipend with tuition scholarship (half appointment)</td>
<td>8 to 10</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>GRS</td>
<td>6</td>
<td>15</td>
<td>N/A</td>
</tr>
<tr>
<td>Stipend only</td>
<td>1 to 20</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Tuition Scholarship only</td>
<td>0</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>Fellowship only</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Graduate Appointments
What do you need to know: Policy
Excerpt from the Graduate Appointment Guidelines 8/2015:

Term Limits for Tuition Scholarships

Eligibility for a tuition scholarship is based on the number of semesters in which a student has received such a scholarship at Ohio University. The rules set the MAXIMUM number of semesters in which a student could receive support. Colleges and programs may have more restrictive limitations than the university policy. The counting of semesters of eligibility does NOT include summer semesters. Any student who receives any tuition support from the University will be considered to have received a tuition scholarship.
Graduate Appointments
What do you need to know?

Registration Requirements
Graduate Appointments
What do you need to know: Registration

• Registration Requirements
  – Teaching Assistant (TA)
  – Research Assistant (RA)
  – Graduate Assistant (GA)
  – Resident Director (RD)
  – Graduate Recruitment Scholarship (GRS)
  – Fellowship

Minimum 12 graduate hours (fall & spring)
Graduate Appointments

What do you need to know: Registration

• Registration Requirements
  – Teaching Assistant (TA)
  – Research Assistant (RA)
  – Graduate Assistant (GA)
  – Resident Director (RD)
  – Graduate Recruitment Scholarship (GRS)
  – Fellowship

Minimum 15 graduate hours (fall & spring)
Graduate Appointments
What do you need to know: Registration

- Registration Requirements
  - Teaching Assistant (TA)
  - Research Assistant (RA)
  - Graduate Assistant (GA)
  - Resident Director (RD)
  - Graduate Recruitment Scholarship (GRS)
  - Fellowship

Departments may require more registration hours.
Graduate Appointments
What do you need to know: Registration

• Course Registration Details
  • Graduate courses numbered 5000 and higher. (Courses taken for Audit, Undergraduate courses, and OPIE prefix courses do not count.)
  • Complete registration by Friday of the second week of the semester.
  • Departments may require more registration hours.
Graduate Appointments
What do you need to know?

Standards of Work
Graduate Appointments
What do you need to know: Standards of Work

- Standards Of Academic Work
  - Maintain a 3.0 grade point average.

- Standards Of Appointment Work
  - Meet quality of work expectations set by department and supervisor.
Graduate Appointments

How do you get paid?

Employment Paperwork
Graduate Appointments
How do you get paid: Paperwork

• Fellowships:
  – U.S. Citizen with no service stipend: no further action required.
  – **Non-U.S. Citizen:** New Employee Tax Compliance Notification (a.k.a. GLACIER)
Graduate Appointments
How do you get paid: Paperwork

- Stipends (TA, RA, GA, RD, GRS):
  - Student Employee Information Sheet
  - I-9 Employment Eligibility Verification
  - OPERS Form(s), State Fraud Form
  - Direct Deposit Authorization
  - W-4 Federal & OU’s Employee Withholding Certificate
  - Tax Compliance Form (a.k.a. GLACIER) for non-U.S. citizens.
Graduate Appointments

How do you get paid?

Employment Paperwork: The I-9 Form
Graduate Appointments
How do you get paid: Paperwork (I-9)

• Stipends: Completing the I-9
  – You must present official documents that:
    • Establish Identity, and
    • Establish Employment Authorization.
Graduate Appointments

How do you get paid: Paperwork (I-9)

- Stipends: Completing the I-9
- Your I-9 must be completed on or before your first day of work.
Graduate Appointments

Employment Paperwork: OPERS
Nick Wortman: Director of HR Services
**OPERS**
(Ohio Public Employees Retirement System)

- **OHIO is a public employer.**
  - You will NOT pay into Social Security or gain credits to social security.

- You may participate in our state pension plan, OPERS.
10% of your pay will be contributed to OPERS.

The university will contribute an amount equal to 14% of your pay.
When you leave the university, you may:

- Withdraw funds (subject to tax),
- Leave the funds in your account, or
- Roll them over to a qualified retirement plan like a 401K.
You may choose to exempt yourself from OPERS.

– However, this choice must be made within 30 days of your start date.
– You must be enrolled at least 5 credit hours to be eligible for the exemption.
OPERS Important Information

- You will only be eligible for the exemption when you are enrolled at least 5 credit hours.
- If you work during a period that you are enrolled less than 5 credit hours, OPERS contributions will automatically be deducted from your pay for the period of under enrollment.
OPERS Important Information

- Your packet contains an exemption form if you do not wish to participate.

- If you wish to participate, please ask a representative for an enrollment form.
Graduate Appointments
How do you get paid?

Employment Paperwork Sessions
Graduate Appointments
How do you get paid: Paperwork

• Employment Paperwork Sessions
  – **8/18/2016** 3:00 – 5:00 pm Baker Ballroom
  – **8/19/2016** 12:30 – 3:30 pm
    • Research & Technology Center Rm 214
    – HRTC: 169 W. Union St. Athens, OH
    – Graduate College: RTECH 220.
Graduate Appointments
How do you get paid?

Award Disbursement and Stipend Payments
Graduate Appointments
How do you get paid: Award Disbursement

• Awards will apply to your bill
  – When your minimum class registration requirements have been met.
Graduate Appointments
How do you get paid: Award Disbursement

• Awards that apply to your bill
  – Tuition scholarship for instructional fee
  – Non-resident surcharge (if non-Ohio resident)
  – General Fee – partial subsidy credit of $134
    • Students with a GRS, half, or full tuition scholarship
  – Health Insurance – partial subsidy credit of $40
    • Based on stipend amount.
Graduate Appointments

How do you get paid: Stipend Payments

• Stipends paid through payroll.
• Received via:
  – Direct deposit OR
  – Pickup your check at Human Resources.
Graduate Appointments
How do you get paid: Stipend Payments

• Direct Deposit Registration:
  – Complete the form: “Direct Deposit Authorization”
  – Changes (MPI: My personal information):
    https://www.ohio.edu/ebiz/myhr.html
# Graduate Appointments

How do you get paid: Schedule

<table>
<thead>
<tr>
<th>Payments &amp; Disbursements</th>
<th>Term</th>
<th>Stipend</th>
<th>Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>September 15 &amp; 30</td>
<td>September 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>October 15 &amp; 31</td>
<td>October 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>November 15 &amp; 30</td>
<td>November 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 15 &amp; 31</td>
<td>December 1</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>January 31</td>
<td>February 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>February 15 &amp; 28 (29)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 15 &amp; 31</td>
<td>March 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 15 &amp; 30</td>
<td>April 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 15</td>
<td>May 1</td>
</tr>
</tbody>
</table>
Graduate Appointments

How do you get paid?

How to Obtain a Social Security Number
Graduate Appointments
How do you get paid: SSN

• Don’t have a Social Security Number?
  1. Register for classes.
  2. Download the F-1 or J-1 Social Security verification letter from the ISFS website.

www.ohio.edu/global/isfs/students/current-students/forms.cfm
Graduate Appointments
How do you get paid: SSN

• SSN (Continued)
  3. Follow the letter’s instructions.
  4. Once you receive a social security card:
     Take your card to Payroll AND the Registrar’s Office to update your accounts.
Graduate Appointments
How do you get paid: SSN

www.ohio.edu/global/isfs/students/current-students/forms.cfm
Graduate Appointments

How do you get paid: SSN

Forms for F-1 students

The following forms are available either at our office or for download here. You will need Adobe Reader (or another PDF-capable reader) to view and/or print these documents. Please call our office at 740-593-4330 if you have any questions.

- F-1 Program Extension Request
- F-1 Reduced Course Load Request
- F-1 Reduced Course Load Request - Medical Leave
- F-1 Travel Signature Request
- F-1 Certified Letter Request
- F-1 Departure Notification Request
- F-1 Curricular Practical Training (CPT)
- F-1 Optional Practical Training (OPT)
- F-1 OPT STEM Extension
- F-1 OPT "Cap-Gap" Information
- F-1 Transfer Release Request
- F-1 Social Security Employment Verification Letter
- F-1 Application to Add Dependent(s)
- F-1 OPT Status Update Form

Forms for J-1 Students

The following forms are available either at our office or for download here. You will need Adobe Reader (or another PDF-capable reader) to view and/or print these documents. Please call our office at 740-593-4330 if you have any questions.

- Program Extension Request
- Reduced Course Load Request
- Reduced Course Load Request - Medical Leave
- Travel Signature Request
- Certified Letter Request
- Departure Notification Request
- J-1 Post-Completion Academic Training Request Form
- J-1 Pre-Completion Academic Training Request Form
- Social Security Employment Verification Letter
- Application to Add Dependent(s)
Thank you.

Ohio University
Graduate College