Managing your Graduate Appointment

Lisa Poston: Budget Manager and OGA System Administrator

New Graduate Student Orientation
Fall 2018

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

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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?

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. To finalize your employment, please carefully review the information in this letter and take the appropriate steps. The details of your appointment can be found on page 3 of this letter.

Please visit the Graduate Student Portal at http://www.ohio.edu/graduate/portal for additional appointment information. To access the portal, students need to enter their OHIO ID and password. Accessing the portal provides further appointment information, including access to the student payment plan. For an overview of general graduate appointment information, please visit https://www.ohio.edu/graduate/current/apptsdetail.cfm.
Graduate Appointments
What type of appointment do you have?

Details Page:
- Type,
- Awards,
- Terms, and
- Amounts.
Graduate Appointments
What type of appointment do you have?

Letter:
• Instructions
• Portal Link

Portal Link
Graduate Appointments
What type of appointment do you have?

Online Graduate Appointments

- Review Graduate Appointments
- Enroll in Graduate Payment Plan
- Documents and Employment Forms

IMPORTANT: If you have accessed this portal from a student lab or any multi-user computer, be sure to click the "Logout" link once you have completed your business. You must also close the browser completely to prevent the next user from viewing your appointment details.
Graduate Appointments
What do you need to know?

Graduate Appointment Guidelines
Graduate Appointments
What do you need to know: Policy
Excerpt from the Graduate Appointment Guidelines 8/2018:

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 8/2018:

**Academic and Work Performance Standards**
- You must have a cumulative GPA of 3.00 in all graduate courses and show satisfactory progress toward your degree, as defined by your program/department. Some programs may require a higher GPA to maintain a graduate appointment.
- You must perform graduate assistantship duties satisfactorily, as defined by the immediate supervisor or the department/school. Failure to perform duties satisfactorily may result in termination of the appointment.
Graduate Appointments
What do you need to know?
Registration Requirements
# Graduate Appointments

**What do you need to know: Policy**

Excerpt from the Graduate Appointment Guidelines 8/2018:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Work Hours</th>
<th>Fall / Spring Registration Requirements (per term)</th>
<th>Summer Registration Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA/RA/GA/RD stipend with tuition scholarship (full appointment)</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/RA/GA/RD stipend with tuition scholarship (half appointment)</td>
<td>8 to 10</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>GRS (Available Fall and Spring Terms Only)</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: 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.
  • **9/7/18 LAST DAY TO REGISTER FOR FALL**
Graduate Appointments

How do you get paid?

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

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

- Awards that apply to your account
  - Tuition scholarship for instructional fee
  - Non-resident surcharge (if non-Ohio resident)
  - General Fee Buy Down—partial subsidy credit of $174
    - Students with a GRS, half, or full tuition scholarship
  - Fellowship awards
Graduate Appointments
How do you get paid: Stipend Payments

• Stipends are 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>Semester</th>
<th>Stipend Payment Date</th>
<th>Fellowship Disbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September 15 &amp; 30</td>
<td>September 15</td>
</tr>
<tr>
<td></td>
<td>October 15 &amp; 31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 15 &amp; 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>December 15 &amp; 31</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>January 31</td>
<td>January 31</td>
</tr>
<tr>
<td></td>
<td>February 15 &amp; 28 (29, if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 15 &amp; 31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 15 &amp; 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 15</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>May 31 &amp; June 15</td>
<td>May 31</td>
</tr>
<tr>
<td></td>
<td>June 30 &amp; July 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>July 31 &amp; August 15</td>
<td></td>
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</tbody>
</table>
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 for social security.

- You may participate in our state pension plan, OPERS.
OPERS Important Information

- 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.
OPERS Important Information

• 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.
The packet you receive today will contain both an enrollment and exemption form.

Individuals helping with the completion of your packets will help ensure you complete the correct form.
OPERS Important Information

• If you pay into OPERS; you will receive an enrollment packet from OPERS and will have options regarding your retirement plan.

• Please visit www.OPERS.org for information about plan options, vesting, refunds, etc.
Other Important Information

• Some individuals with TA assignments may be eligible for the State Teachers Retirement Systems (STRS)

• You will be contacted directly by Human Resources if this applies to you in the future.
Questions?

Ohio University
Graduate College