



Procedure to Update Graduate Assistantships for beginning of FY20

EDITED 7/12/19 - INSTRUCTIONS BELOW IN BLUE HAVE CHANGED

Graduate Assistants are not included in the Budget Planning and Salary Setting (BPSS) process and, therefore, do not automatically have their compensation updated for the new fiscal year. In addition, this year, all “Academic Payroll” Graduate Assistants are transitioning to “Monthly Assistantships” and need updates to compensation. (See Appendix A for a copy of the memo regarding the transition of “academic payroll” Graduate Assistants to “monthly/fiscal payroll”)

Along with changes in compensation, there may be several additional changes that departments need or desire to make for employees continuing in Graduate Assistantship positions. The worksheet available for the Fall 2019 transition is designed to allow for various scenarios:

1. “Fiscal/Monthly schedule” Graduate Assistants already on the standard monthly payroll:
 - a. MUST have their compensation rate updated to reflect the revised minimum rates effective 7/1/19 (Appendix C).
 - b. May have a change in standard hours/FTE and a corresponding change in compensation rate.
 - c. May have a change in Job Code for position (i.e., GRA to GTA)
2. “Academic schedule” Graduate Assistants transitioning from the academic payroll cycle:
 - a. MUST have their monthly compensation updated from the prior “academic rate” to the revised FY20 minimum rates (Appendix C).
 - b. MUST have a “start date” identified to set the effective date of their fall compensation rate (currently \$0 compensation from the summer payroll process); this will be the first day they return to work for Fall 2019.
 - c. May have a change in standard hours/FTE and a corresponding change in compensation rate; the effective date for this change will correspond to the effective date of the compensation change.
 - d. May have a change in job code for position (i.e., GRA to GTA)

Workbook Deadlines:

1. If changes are desired to be effective in time for **July monthly payroll**, submit workbooks via a *Manager Self Service Request* transaction and attach the completed Excel template. The transaction must be approved through to Central HR by all departmental approvers by **10 a.m. on Tuesday, July 16.**
2. If changes are desired to be effective for **August monthly payroll**, the MSS transaction must be approved through to Central HR by all departmental approvers by **10 a.m. on August 6th.**

Instructions for populating and editing the Workbook:

Department:

1. Obtain the workbook from the [Payroll Transitions Resource Page](#)
 - a. Two Tabs –
 - i. Sheet 1 – use this tab to create your worksheet request

- ii. Examples, – this tab is a small set of examples only
2. Run the Graduate Student Population query from the system manager reporting center in OneUSG Connect. (For July, this data has been sent via SendFiles to HR Liaisons.)
 - a. The query contains both actual system data as well as some extrapolations and assumptions based on data in the system.
 - b. Compensation rate should be the last monthly compensation rate paid.
 - c. “Contract Type” of academic was based on the existence of a Short Work Break in Summer 2019 and/or current compensation rate and may be inconsistent.
 - d. Start and end dates are based on the beginning and ending dates of the 2019/2020 academic schedule or fiscal year based on contract type.
 - e. Students that hold more than one positions (approx. 260) will have more than one line, one per position.
3. Copy and paste into Sheet 1 - columns A to O - in the workbook. Be careful not to copy over the format/formulas in Columns P to T. If you need to add columns to the workbook, please add those to the right of Column U. NOTE! If you hide/add/remove/insert columns before Column U, this may prevent the data from being uploaded and changes will not be processed.
4. Update the data as necessary

INSTRUCTIONS BELOW IN BLUE HAVE CHANGED 7/12/19

- a. Edit Start Date (column N) – Required for any changes in P, Q and R
 - i. Enter the effective date for new compensation, standard hours/FTE, etc.
 - ii. For assistantship transitioning from “academic payroll,” this will be the first date that compensation is calculated for the August or later payrolls, i.e., “The first day they are paid for.”
- b. Edit End Date (column O) - Optional
 - i. This end date only affects the calculations in this worksheet to calculate the monthly compensation rate. There are no future end dates entered in the systems.
 - ii. There are also no future dated Short Work Breaks entered for Graduate Assistantships. In general, a Short Work Break for an assistantship should be requested a month prior to the first date of the Short Work Break.
 - iii. Payroll will encumber through June 30th, 2020. The alternate funding options published for special projects can also be utilized for Graduate Assistantships.
- c. Enter new Standard Work Hours (column P) - Optional
 - i. This will be uploaded into UGAJobs and transfer over to OneUSG Connect.
 - ii. Total standard work hours cannot exceed 20 for ALL lines/positions for an individual.
- d. Edit the Job Code (column Q) – Optional
 - i. Use the drop down to fill in this field.
 - ii. Changing this field will change the job code for this line’s specific employee and position number, replacing the need to Evaluate the position in UGAJobs. Ex. GTA to GRA position.
 - iii. This will be uploaded into UGAJobs and transferred over to OneUSG Connect.
 - iv. Only four options:
 1. 905X00-Graduate Assistant

2. 906X00-Graduate Lab Assistant
 3. 907X00-Graduate Research Assistant
 4. 908X00-Graduate Teaching Assistant
 - e. Do not edit R –
 - i. This is a calculate field based on the Calculated Monthly Rate, the Standard Hours, and the Start/End Dates.
 - ii. This is the total actual amount you wish to pay this fiscal year.
 - f. Do not edit S – calculated monthly compensation rate
 - i. This calculates based on the start/end Dates and the Yearly Salary.
 - ii. This is the amount the individual will be paid for a full month
 - iii. This amount will be uploaded into OneUSG Connect
 - g. Enter the appropriate Published Graduate School Annual Salary (Column T)
 - i. This will be used to calculate the Monthly Compensation Rate and the New Annualized Rate.
 - ii. Use the published values from the Graduate School (Appendix C).
5. Submit a *Manager Self Service Request* (Navigation > MSS > FORMS > MSS Request) and attach the completed Excel template. You will need to pick a specific employee name when using this form. Please choose a non-faculty employee based on your HR Departments and the internal approval path that you need the transaction to follow. The specific employee will not have any action taken on them. The transaction must be approved through to Central HR by all departmental approvers by the deadlines above.
- a. Data will be compiled, reviewed and then added into UGAJobs and OneUSG Connect on or around July 19th and August 15th – 17th.
 - b. Any effective start dates prior to that date will be back dated in the system.
 - c. Changes submitted after the July deadline will be processed on the August regular on-cycle payroll; they will not be eligible for emergency check requests
6. During your monthly payroll review, use the Monthly Payroll Validation query to ensure correct monthly pay amounts as usual.
- a. For July, data will be available on these positions by July 22st for review the 22 and 23rd
 - b. For August, data will be available by August 19th for review the 19th and 20th.
 - c. Issues should be reported to oneusgsupport@uga.edu with the Subject: *URGENT! Graduate Assistant Monthly Payroll Adjustment*
7. Position Funding is NOT affected by these changes.
- a. Changes to combo codes and funding cannot currently be uploaded and therefore need to be added via the normal OneUSG Connect MSS Change Funding processes.
 - b. If there is a need to update Position Funding, follow the standard procedure of submitting a Funding Change Request via Manager Self Service.
 - c. Payroll will encumber through June 30th, 2020. The [alternate funding options](#) published for Special Projects can also be utilized for Graduate Assistantships.
8. New Positions, New Hires and Terminations:
- a. This workbook process is only for continuing positions; new positions/new hires must go through the standard HP process in UGAJobs.



- b. If a position needs to be terminated, the normal MSS transaction for that position needs to be processed.

Alternate process:

If a department does not wish to use the workbook, misses the deadline or has a few individuals that need to be modified later, this standard process should be used to request those changes:

1. Through MSS request in OneUSG Connect: use Ad Hoc Salary Change Request
 - a. Enter a separate request for each position that needs to be updated
 - b. Include the Standard Hours/FTE if appropriate
 - c. If necessary, indicate Return from Short Work Break changes in the Comments section on the second page of the request
2. In OneUSG Connect, adjust funding as needed.

Getting assistance:

For questions on this process, please email us at oneusgsupport@uga.edu. The OneSource Team offers open office hours for guidance on this and other Payroll/HR/OneUSG Connect questions. No registration is required.

- Each Thursday from 3:00 p.m. – 5:00 p.m.
- Friday, July 12th 10 a.m. – noon
- Friday, July 12th 3pm to 5pm
- Monday, July 15, 9am to 11:30am
- Monday, July 15, 1:30pm to 3pm
- 4th floor of Caldwell Hall
- Call-in number: 877-336-1829 access code: 7969992



Appendix A
Spring 2019 Memo
Dear Colleagues,

Next academic year (starting August 1, 2019) the University of Georgia will be adjusting the payroll cycle for graduate assistants, to ensure that all graduate assistants are treated consistently with the payroll cycles for regular employees as well as to conform to payroll cycles used by the new OneUSG Connect payroll system.

During previous years, some graduate assistants were paid on a standard 12 month payroll cycle. Other graduate assistants were paid based on the academic calendar and would typically start and end their work in the middle of a month (usually August and May for most graduate assistants). The home department would engage in manual processing to ensure that the monthly paycheck was equal for the ten months of employment. See the example below:

Example, Before August 2019

Total compensation \$13,876 (Annual Academic Year Salary \$41,628 @ 1/3 time) August 16-May 15

Payment Schedule

August–May payments: \$1,386.60 each month on Academic Payroll dates

Beginning August 1, 2019, all graduate assistantships will be paid using a standard monthly payroll process. This change will not affect the total amount of pay a graduate assistant receives. However, this does change the timing of the distribution of compensation so that paychecks for partial months will only reflect the partial time worked, typically the first and last months of employment. During the months between first and last month worked, paychecks will be larger than under the current Academic Year system. See the example below:

Example, After August 2019

Total compensation \$13,876 (Annual FY Salary \$55,503 @ 1/3 time) August 16-May 15

Payment Schedule

August 31 payment: \$770.89

September 30 –April 30 payments: \$1,541.78 each month

May 31 payment: \$770.89

Further details on the process of this transition will be communicated as we move forward. We appreciate your partnership on this process and policy change. If you have questions about this policy change, please reach out to the OneSource Team at oneusgsupport@usg.edu



Appendix B

Proration Calculator

This calculator approximates the method used by the OneUSG Connect payroll process to calculate a prorated monthly amount. It can be used to determine a single monthly compensation rate that will correctly prorate based on the working days in a partial month.

Using the example from the communication regarding the updated payroll process for academic Graduate Assistants:

- Total amount paid: 13,876
- Dates: August 16 – May 15
- Calculation
 - Portion of working days in August: .5 (11 out of 22 working days)
 - Portion of working days in September: 1
 - Portion of working days in October: 1
 - Portion of working days in November: 1
 - Portion of working days in December: 1
 - Portion of working days in January: 1
 - Portion of working days in February: 1
 - Portion of working days in March: 1
 - Portion of working days in April: 1
 - Portion of working days in May: .52381 (11 out of 21 working days)
 - Total: 9.02381
 - Monthly compensation: 1375.71 ($13876 \div 9.02381$) [the compensation on the example in Appendix A is off slightly because 9 instead of 9.02381 was used in the calculation]



Appendix C

6/27/2019								
RATE EFFECTIVE 07/01/2019								
FY 2020 UNIVERSITY OF GEORGIA GRADUATE ASSISTANTSHP RATES								
				FISCAL YEAR				
School/College/Unit	GA-M	GA-D	GLA-M	GLA-D	GRA-M	GRA-D	GTA-M	GTA-D
MINIMUM GRADUATE ASSISTANTSHIP RATES	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Agricultural & Environmental Sciences	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Animal Science and Dairy	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Horticulture	\$62,448	\$67,512	\$62,448	\$67,512	\$62,448	\$67,512	\$62,448	\$67,512
Plant Breeding, Genetics & Genomics	N/A	N/A	N/A	N/A	\$63,440	\$68,583	N/A	N/A
Plant Genome Mapping Lab	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Plant Pathology	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Arts & Sciences	\$56,556	\$60,093	N/A	N/A	N/A	N/A	N/A	N/A
Biochemistry & Molecular Biology	\$62,603	\$65,898	\$62,603	\$65,898	\$62,603	\$65,898	\$62,603	\$65,898
Cellular Biology	\$74,700	\$83,000	\$74,700	\$83,000	\$74,700	\$83,000	\$74,700	\$83,000
Center for Computational Chemistry	\$56,556	\$60,093	\$56,556	\$60,093	\$56,556	\$60,093	\$56,556	\$60,093
* Genetics	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000
Marine Sciences	\$56,251	\$60,751	\$56,251	\$60,751	\$56,251	\$60,751	\$56,251	\$60,751
Microbiology	\$59,857	\$61,857	\$59,857	\$61,857	\$59,857	\$61,857	\$59,857	\$61,857
* Plant Biology	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000
* Hugh Hodgson School of Music	\$44,000	\$46,800	\$44,000	\$46,800	\$44,000	\$46,800	\$44,000	\$46,800
Physics and Astronomy	\$56,556	\$60,093	\$56,556	\$60,093	\$59,384	\$63,098	\$56,556	\$60,093
Athletic Association	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613



Terry College of Business (All other degrees)	\$52,378	\$56,613	N/A	N/A	\$52,378	\$56,613	\$52,378	\$56,613
* Accounting (Macc)	\$29,498	N/A	N/A	N/A	\$29,498	N/A	\$29,498	N/A
* Business Administration (Masters/PhD)	\$39,330	\$81,119	N/A	N/A	\$39,330	\$81,119	\$39,330	\$81,119
* Economics (PhD)	N/A	\$81,119	N/A	N/A	N/A	\$81,119	N/A	\$81,119
* Marketing Research (MMR)	\$29,498	N/A	N/A	N/A	\$29,498	N/A	\$29,498	N/A
Ecology	\$56,556	\$60,093	\$56,556	\$60,093	\$56,556	\$60,093	\$56,556	\$60,093
Education	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Engineering	\$58,994	\$63,911	\$58,994	\$63,911	\$58,994	\$63,911	\$58,994	\$63,911
Environment and Design (MLA & MHP)	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Family and Consumer Sciences	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Forest Resources (Warnell)	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Georgia Review	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Graduate School	N/A	N/A	N/A	N/A	\$56,720	\$63,094	N/A	N/A
GRU/UGA (AU/UGA) Medical Partnership	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Integrated Life Sciences ILS Program	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Institutional Diversity	N/A	56,613	N/A	N/A	N/A	N/A	N/A	N/A
*Journalism & Mass Communications	N/A	N/A	N/A	N/A	\$52,428	N/A	N/A	\$61,513
Law	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Pharmacy	N/A	\$63,096	N/A	N/A	N/A	N/A	N/A	N/A
PGY 1 Off Campus	N/A	\$68,827	N/A	N/A	N/A	N/A	N/A	N/A
PGY 2 Off Campus	N/A	\$73,743	N/A	N/A	N/A	N/A	N/A	N/A
PGY 1 Athens	N/A	\$110,615	N/A	N/A	N/A	N/A	N/A	N/A
PGY 2 Athens	N/A	\$122,908	N/A	N/A	N/A	N/A	N/A	N/A
CAP and PBS Ph.D. Programs	N/A	\$63,096	N/A	N/A	N/A	N/A	N/A	N/A
Public Health	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Public & International Affairs	\$53,915	\$57,168	\$53,915	\$57,168	\$53,915	\$57,168	\$53,915	\$57,168
Social Work	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Veterinary Medicine	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Non-DVM	\$56,720	\$63,121	N/A	N/A	N/A	N/A	N/A	N/A



DVM	\$71,424	\$77,315	N/A	N/A	N/A	N/A	N/A	N/A
Intern & Clinical Resident See attachment								
Sponsor Funded Stipends See attachment								
President's Office	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Skidaway Institute of Oceanography	\$56,766	\$60,871	\$56,766	\$60,871	\$56,766	\$60,871	\$56,766	\$60,871
Sr VP Academic Affairs (and Provost)	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Higher Education	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Sr VP Finance & Administration	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Sr VP External Affairs	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Student Affairs	\$54,878	\$59,867	N/A	N/A	N/A	N/A	N/A	N/A
VP Government Relations	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
VP Instruction	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
VP Public Service & Outreach	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
VP Research	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613	\$52,378	\$56,613
Bioinformatics	\$61,470	\$66,440	\$61,470	\$66,440	\$61,470	\$66,440	\$61,470	\$66,440
* Special program approval for recruitment purposes.								