
June **22**
- 2010 -

For Immediate
Release

Graduate Assistants

Each fall as the campus prepares to begin another academic year, a group which has combined roles of graduate student and employee comes on board. This group called Graduate Assistants, is comprised of individuals beginning their graduate studies as well as those continuing their studies. There is a lot to be accomplished by both the campus and the Graduate Assistants themselves in preparation for starting the fall term. Some challenges we collectively face include:

- A large number (approaching 2500) of Graduate Assistants must complete their employment and reappointment process as the new year begins.
- The time period is very compressed. While the Academic year begins on August 16, 2010 and classes begin on August 23, 2010, most employment paperwork and transactions need to be completed by these same dates.
- Many Graduate Assistants are just moving or settling in between these dates as they come from various parts of the US and abroad.
- Financial Aid, awarded to the Graduate student, must be reconciled with their appointment as a Graduate Assistant. After this reconciliation, funds can be disbursed to cover UIC tuition expenses and/or disbursed directly to the Graduate Assistant.

To achieve the timely and accurate disbursement of financial aid and meet payroll dates the following steps and time frame are being put in place:

1. **All reappointments of Graduate Assistants** (be it a GA, TA, RA) are to be completed by the respective College/Administrative Unit **by August 23, 2010***.
 - A. Colleges (as of April 1, 2010) have the ability to Direct Apply a reappointment of a Graduate Assistant which includes FTE and salary Changes.
 - B. **Graduate Assistants on visas, add a job, or org change changes require that the transaction be routed to Campus HR.** The transaction must be at campus HR **as of 5PM August 23, 2010.**

*Departments in the Medical Center should submit Transaction Request forms via online services by 8/18/10 to allow processing time for reappointments. *(Continued on page 2)*

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- 2. New Hire Graduate Assistant transactions must be at Campus HR by the close of business on August 23, 2010.** This step includes completion of the following:
- A. **NESSIE New Hire must be complete.** The College/Department must check that the New Hire has completed this step.
 - B. A **completed and accurate I9** must accompany the transaction (the original is to be sent to Campus HR, with the image accompanying the transaction itself).
 - C. A remote I9 process has been developed by the University. To help ensure timely completion of I9s, please use this process for New Hire Graduate Assistants. It may be especially useful for those whom you believe will be arriving on campus August 16, 2010 or later. **We will explain this process during our webinar explained in (d) below. DO NOT USE THE REMOTE PROCESS FOR GRADUATE ASSISTANTS COMING FROM A FOREIGN COUNTRY.**
 - D. Campus HR will be conducting a webinar on I9s and the Remote process in late June/early July.

NOTE: New international students are to attend OIS orientation on August 19, 2010. Given their attendance at this orientation provides sufficient time to complete their I9 in their respective college/unit.

Steps Colleges/Units should be taking:

1. Advise your Academic Department Heads of the dates and steps in this document.
2. Advise your Graduate Assistant New Hires as follows:
 - A. New Hires: They must complete all necessary employment and College/Unit paperwork no later than August 16, 2010. **DO NOT TELL THEM AUGUST 23, 2010 AS YOU WILL MISS THE DEADLINE FOR CAMPUS HR SUBMISSION.**
 - i. Failing to complete these steps on a timely basis means they will not get paid on September 16, 2010 and tuition/fee expenses could be deducted from Financial Aid awards, meaning they may find themselves with little money to pay rent, buy food, pay bills etc.
 - ii. Medical Center Departments need to be reminded to allow additional time for required clearances.
 - B. Tuition waivers in excess of \$5,250 may be subject to income tax. Therefore when the waiver exceeds this amount, Payroll provides a notification to the employee. An amount covering the tax liability will be withheld from their paycheck.
3. Advise your Graduate Assistants being reappointed as follows:
 - A. If you cannot complete their reappointment for whatever reason by August 23, 2010, please advise them that their financial aid disbursement may be impacted. Also, if you are later than September 10, 2010 with the reappointment being applied, they will not be paid on September 16, 2010. Please advise the GA of this. *(Continued on page 3)*

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4. To expedite and facilitate the resolution of late appointments and delayed payments, we ask the appointing department to work as an intermediary between with the affected assistant and the designated HR contacts.
 - A. We will not respond to Graduate Assistant requests for status on their appointments.
 - B. We will not accept any paperwork from a Graduate Assistant.
 - C. They will be sent back to the originating Department.

5. Your Contacts are as follows:
 - A. Ongoing Graduate Assistant Appointment and Reappointment Issues:
Melinda Rodriguez, mrodri24@uic.edu, ext. 6-6358
 - B. Issues/Problems unresolved on a timely basis:
Roseanda Police Hall, rpolice@uic.edu, ext. 6-0845
 - C. Major Issue and need to give Graduate Assistant a name to resolve a major issue:
Marilyn LaBlais, lblais@uic.edu, ext. 6-1232
 - D. Medical Center Graduate Assistant New Hires:
Maria Borja, mborja@uillinois.edu, ext. 6-3211.
 - E. Medical Center Graduate Assistant Reappointments:
Teri Blain, terilynblain@uillinois.edu, ext. 3-1476.