



College of Law Graduate Assistant Appointment Information

<p><u>Priority Appointment Deadlines</u> Fall Semester: July 1 Spring Semester: November 15 Summer Semester: April 1</p>	<p><u>Deadline to receive tuition waivers</u> Fall Semester: September 1st Spring Semester: January 10th Summer Semester: May 31st Tuition waivers <u>will not</u> be applied after these dates.</p>
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BASIC REQUIREMENTS FOR STUDENTS:

- Must have completed an equivalent of the first year full-time program.
- Must meet a part-time enrollment minimum.
- Must be enrolled for a minimum of 9 semester hours during the fall/spring semester to be eligible for a full tuition waiver.
- Must be enrolled for a minimum of 6 semester hours during the summer semester to be eligible for a half tuition waiver.
- Cannot serve as a student assistant or in any other employment category in another department or college except as a research assistant.
- Cannot take academic overload during semester of employment.
- Must meet minimum work hour requirements per term and maintain log of hours worked.

COMPLETION OF GSU HIRE PACKET: Students who have not been employed by Georgia State University within the past 6 months must submit a GSU Hire Packet at the University’s Human Resources Office, Suite 330 One Park Place South.

STIPEND DISTRIBUTION: Employee pay statements are viewed through the University’s Automated Data Processing system (ADP).

The payroll distribution schedule for schedule for **Academic 2016-17** is as follows:

<u>Fall 2016</u>	<u>Spring 2017</u>	<u>Summer 2017</u>	<u>Fall 2018</u>
September 30, 2016	January 31, 2017	June 30, 2017	September 29, 2017
October 31, 2016	February 28, 2017	July 31, 2017	October 31, 2017
November 30, 2016	March 31, 2017		November 30, 2017
December 31, 2016	April 28, 2017		December 29, 2017

MANDATORY GRADUATE ASSISTANT TRAINING: Graduate Research Assistants are required to attend research training and College human resource training, TBA.

BOOKSTORE DISCOUNT: Graduate Assistants are eligible for 10% discount at the GSU Bookstore.

FINANCIAL AID/SCHOLARSHIP/NON-RESIDENT FEE WAIVERS: The College of Law offers partial or full tuition waivers each semester. This may affect the financial aid budget for full-time graduate assistants because waivers either reduce or eliminate tuition costs, though it does include money for books and living costs. If you received a financial aid award package as a regular law student (without a graduate assistantship) your aid award might have been more than you are entitled to receive once your graduate assistantship is entered, and may have to be reduced.

Georgia State University is required to follow federal rules in the awarding of aid and may reduce certain types of aid if you originally received a regular graduate budget and now have a graduate assistantship. Based on your individual

circumstance, you may be able to request that no adjustment be made to your graduate budget. To find out if your financial aid may be impacted by a graduate assistantship please contact the **University Financial Aid Office at (404) 413-2382**. The College of Law's liaison there is Justin Henley.

The regular benefit for graduate research assistants includes a tuition waiver provided by the University and stipend payment provided by the College. **If you are receiving a full scholarship** and are offered a graduate assistantship, please be advised that you cannot be awarded a graduate assistant waiver (or extra compensation in lieu of waiver). You will only be paid the stipend amount offered by the College. You should carefully consider this before accepting a research assistantship. **If you are receiving a non-resident fee waiver** you cannot be awarded both a graduate assistant waiver and non-resident waiver (or extra compensation in lieu of waiver). You should carefully consider this before accepting a research assistantship.

STUDENT HEALTH INSURANCE:

Some students in special categories are required by Georgia State University to have accident and sickness insurance while attending or affiliated with Georgia State. Each semester, the following groups of students will be enrolled in the University's mandatory health insurance program:

- Undergraduate and Graduate International Students holding "F" or "J" visa status.
- Undergraduate and Graduate Students enrolled in academic programs that require proof of health insurance.
- Graduate Students receiving Graduate Assistantships with full tuition waivers.
- Graduate Students receiving Qualified Fellowships.
- Graduate Students receiving Qualified Training Grants.

Students in these groups who already have comparable insurance coverage can waive the insurance requirement by using an online process at: <http://sfs.gsu.edu/tuition-fees/student-health-insurance/waiving-ship/>.

ADP ENROLLMENT:

The University uses an automated system for processing employee payroll. Employees, including graduate assistants, now have access to self-service applications for address and telephone number changes, emergency contact changes, direct deposit allocations, and W-2 forms. To achieve best-in-class efficiencies, the University System of Georgia (USG) contracts with ADP. In order to use the ADP system you will need to register. Registration information for ADP is available at

http://managers.hr.gsu.edu/files/gravity_forms/1-02e6ecd3857a89f67b0161de291608bc/2013/06/ADP_HowtoRegister.pdf.

**If you have specific questions regarding your status as a graduate assistant, you may find the following telephone numbers helpful:

IMPORTANT TELEPHONE NUMBERS	
<p><u>All Appointment-Related Questions/Tuition Waivers</u> Dana Brown, College HR Coordinator Dean's Suite (Admin.) Room 432 Law (404) 413-9265</p>	<p><u>Financial Aid</u> Justin Henley, Sr. Counselor Student Financial Aid Office Room 102 Sparks Hall (404) 413-2384</p>
<p><u>Enrollment Services</u> Room 100 Sparks Hall (404) 413-2400</p> <p><u>College of Law</u> Marilyn Crouch, Registrar Room 436 Law (404) 413-9012</p>	<p><u>Law Library GRA Benefits</u> Patrick Parsons, Research Instructional Services Librarian Law Library (404) 413-9162</p>
<p><u>Financial Management Center</u> Student Health Insurance Plan ship@gsu.edu 227 Sparks Hall (404)-413-2600</p> <p><u>United Healthcare Contacts</u> 866-403-8267, customerservice@uhcsr.com</p>	<p><u>Graduate Assistant Healthcare Option</u> GSU Benefits Office One Park Place South, Suite 314 (404)-413-3330</p>