



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: August 21st Spring Semester: December 10th Summer Semester: May 6th Tuition waivers will not 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 2018-19** is as follows:

<u>Summer 2018</u>	<u>Fall 2018</u>	<u>Spring 2019</u>	<u>Summer 2019</u>
June 29, 2018	September 28, 2018	January 31, 2019	June 30, 2019
July 31, 2018	October 31, 2018	February 28, 2019	July 31, 2019
	November 30, 2018	March 30, 2019	
	December 28, 2018	April 30, 2019	

MANDATORY GRADUATE ASSISTANT TRAINING: Graduate Research Assistants are required to attend research training and College human resource training, the time and location of the training will be determined at a later date.

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/>.

OneUSG Connect:

OneUSG Connect is an application that is intended to help GSU manage and maintain its workforce. The major components of OneUSG Connect – payroll services, talent management, human resources management, time and attendance, and benefits administration – will now be conveniently unified and integrated into a single system.

How to Log In: (1) Go to: <http://OneUSGConnect.usg.edu>; (2) Click the "OneUSG Connect" button on the right; (3) Select the Georgia State Logo; (4) Log in using your Georgia State network credentials (for ex. Campus ID).

**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> Tina Blanks, 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>