INTRODUCTION

The manual provides departments/units at Louisiana State University with an easy reference guide to personnel processing for graduate assistants. It should be used in conjunction with all state, federal and University policies governing the LSU Assistantship Program and is not intended to set or change policy.

Many topics relating to the employment of graduate assistants, including procedures and guidelines on personnel processing in HRS, use of the LSU mainframe system, policies and regulations, and quick reference materials are provided herein to assist you with day-to-day tasks associated with graduate assistantship management.

Faculty/Staff responsible for tasks associated with the assistantship program are encouraged to keep this document nearby for quick reference. Updates are posted online as needed.
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SECTION I

QUICK REFERENCE
## GRADUATE SCHOOL STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary R. Byerly</td>
<td>3885</td>
<td>Dean</td>
<td><a href="mailto:glbyer@lsu.edu">glbyer@lsu.edu</a></td>
</tr>
<tr>
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<td>3885</td>
<td>Assistant Dean</td>
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</tr>
<tr>
<td>Chantelle Collier</td>
<td>1353</td>
<td>Dean's Office</td>
<td><a href="mailto:collier@lsu.edu">collier@lsu.edu</a></td>
</tr>
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<td>Carol Adams</td>
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<td><a href="mailto:cadams1@lsu.edu">cadams1@lsu.edu</a></td>
</tr>
<tr>
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</tr>
<tr>
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<td><a href="mailto:rreneg1@lsu.edu">rreneg1@lsu.edu</a></td>
</tr>
<tr>
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</tr>
<tr>
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<td><a href="mailto:lmckin5@lsu.edu">lmckin5@lsu.edu</a></td>
</tr>
<tr>
<td>Vacant</td>
<td>2324</td>
<td>Graduate Student Services</td>
<td></td>
</tr>
<tr>
<td>Tiffany Treloar</td>
<td>2381</td>
<td>Graduate Student Services</td>
<td><a href="mailto:ttreloar@lsu.edu">ttreloar@lsu.edu</a></td>
</tr>
<tr>
<td>Eric Taylor</td>
<td>2312</td>
<td>Graduate Student Services</td>
<td><a href="mailto:etaylor@lsu.edu">etaylor@lsu.edu</a></td>
</tr>
<tr>
<td>Jaret Trail</td>
<td>2318</td>
<td>Graduate Student Services</td>
<td><a href="mailto:jtrail@lsu.edu">jtrail@lsu.edu</a></td>
</tr>
<tr>
<td>Joyce Andrews</td>
<td>2316</td>
<td>Graduate Student Services</td>
<td><a href="mailto:jandr1@lsu.edu">jandr1@lsu.edu</a></td>
</tr>
<tr>
<td>Christine Timpa</td>
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<td><a href="mailto:ctimpa@lsu.edu">ctimpa@lsu.edu</a></td>
</tr>
<tr>
<td>Mary Adcock</td>
<td>1424</td>
<td>Graduate Student Services</td>
<td><a href="mailto:madcock@lsu.edu">madcock@lsu.edu</a></td>
</tr>
<tr>
<td>Karla Lemoine</td>
<td>2316</td>
<td>Graduate Student Services</td>
<td><a href="mailto:klemoine@lsu.edu">klemoine@lsu.edu</a></td>
</tr>
<tr>
<td>Mark Normand</td>
<td>0441</td>
<td>Graduate Student Services</td>
<td><a href="mailto:mnorma2@lsu.edu">mnorma2@lsu.edu</a></td>
</tr>
<tr>
<td>Cleve Brooks</td>
<td>2323</td>
<td>Graduate Student Services</td>
<td><a href="mailto:cbrook1@lsu.edu">cbrook1@lsu.edu</a></td>
</tr>
<tr>
<td>Clovier Torry</td>
<td>3194</td>
<td>Recruitment, Retention &amp; Diversity</td>
<td><a href="mailto:citorry@lsu.edu">citorry@lsu.edu</a></td>
</tr>
</tbody>
</table>

## OTHER OFFICE CONTACTS

<table>
<thead>
<tr>
<th>Office</th>
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<tr>
<td>Bursar's Office</td>
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<td>GA Payroll</td>
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<td>GA Additional Comp</td>
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<td>International Services Office</td>
<td>3191</td>
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<td>Financial Aid Office</td>
<td>3103</td>
</tr>
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<td>University Registrar</td>
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## WORK HOURS/PERCENTAGE OF EMPLOYMENT CHART

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<tr>
<th>HRS. WORKED PER WEEK</th>
<th>PERCENT OF APPOINTMENT</th>
<th>HRS. WORKED PER WEEK</th>
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<td>45.00</td>
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<td>16</td>
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</tr>
<tr>
<td>15</td>
<td>37.50</td>
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<td></td>
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### TITLE CODES FOR GRADUATE ASSISTANTS
- H969 = GRADUATE ASSISTANT (TA1)
- H970 = GRADUATE ASSISTANT (TA2)
- H965 = GRADUATE ASSISTANT (TA3)
- H966 = GRADUATE ASSISTANT (RESEARCH)
- H967 = GRADUATE ASSISTANT (SERVICE)

### RACE CODES
- 1 - (B) BLACK NONHISPANIC
- 2 - (I) INDIAN OR ALASKAN
- 3 - (W) WHITE NONHISPANIC
- 4 - (A) ASIAN OR PACIFIC
- 5 - (H) HISPANIC

### ADMISSIONS CODES
- 10 - UNCONDITIONAL ADMIT
- 16 - PROBATIONAL ADMIT
- 20 - PROVISIONAL ADMIT
- 22 - PROBATIONAL/PROVISIONAL ADMIT
- 35 - INTERNATIONAL CONDITIONAL ADMIT
- 52 - CORRESPONDENCE SENT
- 54 - FURTHER REVIEW
- 58 - COUNSELOR REVIEW (GRD. SCH)
- 60 - DEPARTMENTAL REVIEW
- 68 - SENT TO DEPT. WITHOUT EVALUATION
- 73 - DENIED BY THE DEPARTMENT
- 75 - APPLICATION WITHDRAWN
- 9A –REC ADM W/ASSISTANTSHIP

### VISA TYPES
- F1 - LIMITED TO 20 HOURS OF WORK PER WEEK
- P1 - PERMANENT RESIDENCE
- J1 - LIMITED TO 20 HOURS OF WORK PER WEEK
- B2 - CANNOT WORK AT ALL WITHOUT ISO APPROVAL
- J2 - CANNOT WORK AT ALL WITHOUT ISO APPROVAL
- F2 - CANNOT WORK UNTIL APPROVED BY ISO

### IMMIGRANT STATUS CODES
- 1 - PERMANENT RESIDENT
- 2 - NONIMMIGRANT
ENGLISH PROFICIENCY CODES FOR INTERNATIONAL GRADUATE ASSISTANTS WHOSE NATIVE LANGUAGE IS NOT ENGLISH (THIS INFO IS FOUND ON SRRMENU UNDER THE FIELD "DNI")

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TEACH</th>
<th>PROFICIENCY RESULT</th>
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</thead>
<tbody>
<tr>
<td>BLANK</td>
<td>BLANK</td>
<td>NO ACTION TAKEN BY STUDENT (NEEDS TO SEE THE ENGLISH COORDINATOR TO SET UP ORAL INTERVIEW</td>
</tr>
<tr>
<td>0000</td>
<td>Y</td>
<td>TAKEN ORAL INTERVIEW (EXEMPT FROM ENGL 1051 COURSE [STUDENT MAY TEACH])</td>
</tr>
<tr>
<td>0000</td>
<td>N</td>
<td>STUDENT HAS TAKEN ORAL INTERVIEW (MUST COMPLETE ENGL 1051 COURSE)</td>
</tr>
<tr>
<td>1051 OR 2120</td>
<td>N</td>
<td>STUDENT HAS TAKEN THE ENGLISH COURSE; HOWEVER, SHE OR HE IS NOT ELIGIBLE TO TEACH</td>
</tr>
<tr>
<td>1051 OR 2120</td>
<td>Y</td>
<td>STUDENT HAS TAKEN ENGLISH COURSE AND HAS BEEN RECOMMENDED TO TEACH</td>
</tr>
</tbody>
</table>

*International graduate assistants may not be appointed as TA2 or TA3 without passing the oral interview OR English 1050 or 2120.

PAY CODES FOR GRADUATE ASSISTANTS

81 = (A) - GA/ACADEMIC/PAID MONTHLY
83 = (1) - GA/ACADEMIC/PAID FIRST SEMESTER ONLY/PAID MONTHLY
84 = (2) - GA/ACADEMIC/PAID SECOND SEMESTER ONLY/PAID MONTHLY
85 = (S) - GA/ACADEMIC/CONTINUING/SUMMER/PAID MONTHLY
91 = (F) - GA/FISCAL/PAID MONTHLY

ACADEMIC COMPLETION TABLE

Go to Accounting Services payroll link (http://www.fas.lsu.edu/AcctServices/pay) click on Completion Table then click on fiscal year for an updated copy. The completion table is valid only for the specified year stated on the completion table. Each year the number of academic working days will change. It is imperative that you keep an up to date completion table.

ALPHA LIST OF COUNTRY CODES

Click here (http://www.fas.lsu.edu/AcctServices/pay/forms/countrycodes.pdf) for an updated copy.
SECTION II

POLICIES
POLICY STATEMENTS

The Graduate Assistantship program is governed by university policies, and state and federal laws as they apply to the employment of graduate assistants. Each department should be familiar with these rules and regulations. Current policies that govern the Graduate Assistantship program include, but are not limited to:

- **PS-21** (policy governing the appointment and evaluation of graduate assistants)
- **PS-85** (policy governing the preparation of teaching assistants)
- **PS-81** (policy governing the certification in Spoken English for faculty/teaching assistants)
- **PS-26** (policy governing the employment of persons with disabilities)
- **PS-67** (policy governing the illegal use of drugs or alcohol in the workplace)
- **LSU Bylaws** (governance of intellectual property)

Copies of other University policies are available at [http://www.lsu.edu](http://www.lsu.edu).
SECTION III

FORMS/SAMPLES
Every graduate assistantship offer must include the Council of Graduate Schools Statement (CGS) shown below. More information regarding this CGS statement can be found in PS - 21, paragraph 19.

THE CGS STATEMENT

COUNCIL OF GRADUATE SCHOOLS
Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

Acceptance of an offer of financial support (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.
APPENDIX C (SEE BELOW) SHOULD ONLY BE USED IN THE EVENT THAT AN EMPLOYEE IS SUSPECTED OF ILLEGAL USE OF DRUGS OR ALCOHOL MISUSE. PLEASE REFER TO POLICY STATEMENT-67 FOR MORE INFORMATION

<table>
<thead>
<tr>
<th>AGREEMENT TO SUBMIT TO AN ALCOHOL OR DRUG TEST AND AUTHORIZATION FOR THE RELEASE OF MEDICAL INFORMATION TO LSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have been requested to submit to an alcohol and/or drug screen by a urine, body vapor, blood, and/or hair test and/or medical assessment.</td>
</tr>
<tr>
<td>I have been informed that my agreement to submit to the requested alcohol and/or drug screens is completely voluntary on my part and that I have the right to refuse to submit to the test(s). I am aware and have been told that my refusal to submit to the screens may be grounds for disciplinary action against me up to and including termination/expulsion.</td>
</tr>
<tr>
<td>I, __________________, authorize the Medical Review Officer who will receive the results of my drug or alcohol screen test or medical assessment, to disclose those results of the test and/or assessment to the Director of Human Resource Management or his/her designee for the purpose of determining the appropriateness of my continued employment by LSU and for the Director of Human Resource Management to disclose those results to the appropriate state or federal agency, including the Department of State Civil Service.</td>
</tr>
<tr>
<td>I also understand that withdrawal of this permission prior to, or any time after, the release of the drug screen test to the above-name LSU individuals or bodies is grounds for LSU terminating my employment.</td>
</tr>
<tr>
<td>I acknowledge that I have been advised that I may make a written request for a complete and accurate disclosure of the nature and scope of the test conducted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
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<th>DATE</th>
<th>Signature</th>
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</tbody>
</table>

Note: The following statements shall be included with any release of alcohol or drug test result(s):

To the Party Receiving this information. This information has been disclosed to you from the records whose confidentiality is protected by federal law. Federal regulations (42CFR part 2) prohibit you from making any further disclosure of it without the specific written consent of the person to who it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose.
ENGLISH PROFICIENCY

To ensure that all international graduate students on teaching assistantships (H965, H970) meet oral proficiency standards and thereby satisfy requirements of PS-85 and of State Law, Act 754 of the 1991 Legislative Session, the Spoken English Program certifies the oral proficiency of all international graduate assistants. Some colleges/departments may require additional English proficiency of international students appointed to graduate assistantships.

No student can be assigned to any assistantship duties requiring direct contact with LSU students (TA2 or TA3) until they have been certified in one of two ways. The first is by showing proficiency in an oral interview or secondly, by both passing the English course (1051) and receiving a recommendation to teach.

All new international graduate students whose native language is not English and who hold a teaching assistantship (H965, H970) must take an oral proficiency interview. This requirement applies to graduates of LSU as well as graduates of other institutions in the United States. The oral interviews are scheduled with the Spoken English Program located in room 4 Allen Hall.

Students holding teaching assistantships must schedule their interview before or during orientation of their first semester.

PLEASE NOTE THAT STUDENTS HOLDING TEACHING ASSISTANTSHIPS (TA 2 [H970]) OR (TA 3 [H965]) HAVE STUDENT CONTACT AND ARE NOT ELIGIBLE TO TEACH UNTIL ENGLISH CERTIFICATION HAS BEEN RECOMMENDED.

The Office of Graduate Assistantships will verify the international students' English proficiency status upon receipt of the Human Resource System (HRS) document. If the student has not acquired certification, the department will receive written notification from this office. The Office of Graduate Assistantships will continue to track the students' progress in spoken English until certification has been obtained.

Students with acceptable levels of proficiency on the oral interview will be certified after completing a one-day workshop. The workshop focuses on aspects of language, pedagogy, and culture which are necessary for effective interaction and communication in university classrooms in the United States.

To pass English 1051, students must have completed all assigned work. To pass requires participation in all course assignments throughout the semester. To receive certification (recommendation to teach), students must complete/pass all course work and must make a final presentation that demonstrates comprehensibility, listening comprehension, and good interactive skills. Faculty, American undergraduates, and professors from students' respective disciplines will evaluate these final presentations. Upon completion, an English Proficiency Certification letter will be sent to the student's academic department by the Spoken English Program Coordinator. More information on this subject should be directed to the Coordinator of the Spoken English Program at 578-2822, 4 Allen Hall or the Office of Graduate Assistantships.
From: Elin Epperson, Coordinator
Spoken English for International Graduate Assistants

To: XXXXXXXXX (Department Chair)

Re: English 1051 Final Results

XXXXXXXXXXX (Student Name) has successfully completed the course English 1051 (Spoken English) this semester. The results of the final video presentation are listed below. XXXXXXXXXX has been recommended for teaching duties. This information has been entered on the student records database on the DNI screen.
GA EVALUATION

Employing units on the LSU campus are responsible for providing each GA with an annual written evaluation. Evaluations will be performed by the graduate assistant’s department/unit annually and at the time of the graduate assistant’s termination, if prior to the end of the appointment period. The evaluation must be reviewed and signed by the graduate assistant. A signed copy must be placed in the student's departmental file. The Office of Graduate Assistantships must have a sample evaluation form on file to comply with SACS (Southern Association of Colleges and Schools). If a unit has more than one type of evaluation form, a copy of each sample must be on file in the Graduate School.

Sample Evaluation for Graduate Assistants

Sample Evaluation for Graduate Teaching Assistants

ADDITIONAL COMPENSATION

Graduate Assistants are contractually required to devote full time to their graduate program and to the responsibilities of their graduate assistantship contracts. Thus, additional compensation appointments are intended for special assignments not associated with the graduate assistant's contract. These assignments are usually for a short period of time and are not intended to become another source of routine funding.

In order to be eligible for additional compensation, a written letter requesting permission must be initiated by the anticipated employer or by the student's academic department. A graduate assistant may accept additional employment (additional compensation) only by written approval of the chair or graduate advisor of the student's academic department, graduate committee chair, department chair of the department offering the additional compensation (if different from student’s home department) and the Dean of the Graduate School. All measures should be taken to ensure that the student is eligible to be employed prior to appointing him/her to additional compensation. (See the Additional Compensation Guidelines in the GA personnel processing section of this handbook for more details). Departments must not hire a graduate assistant for additional compensation until this form has been submitted and approved.

Form to request additional Compensation

Payment of additional compensation for graduate assistants is loaded in the HRS thru myLSU under Financial Assistance - HRS. Additional Compensation tutorial is available under HELP.

EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)

This form used to verify the eligibility for employment in accordance with federal regulations regarding the Immigration Reform and Control Act of 1986. This document contains information such as social security number, driver's license number, passport number (if applicable), and other pertinent information. The I-9 form generated within the appointment on HRS and is to be completed by both the student and employing unit via myLSU
JOB DESCRIPTION

All Graduate Assistants must be given a job description as soon as arranged duties have been determined. Job descriptions should be tailored to the specific tasks that the graduate assistants are expected to perform. Because of the wide range of possible duties, some departments will have several different job description forms. A sample of each job description form should be on file in the Graduate School. The job description should be prepared with care because it will be the document against which you will evaluate the graduate assistant's performance.

JOB DESCRIPTION, EXAMPLE 1

SERVICE ASSISTANT JOB DESCRIPTION

A Service Assistant in the department of XXX will be expected to perform the following duties.

• Keep the alumni data base up to date by contacting alumni and entering address and other information into the data base.

• Assist in the production of the department of XXXX alumni newsletter.

• Assist in editing manuscripts for the Journal of XXXX.

• Assist with maintaining the integrity of the computer network in the department.

• Produce computer programs to run specified jobs to retrieve selected data from the mainframe.

I have discussed these duties with my supervisor and understand my responsibilities.

_______________________________
SA signature
JOB DESCRIPTION, EXAMPLE 2

TEACHING ASSISTANT JOB DESCRIPTION (TA 1)

Your duties as a Teaching Assistant will include, but may not be limited to the following items:

• Design and test experiments for laboratory course XXXXX.
• Proctor and grade exams in lecture course XXXXX.
• Enter test scores in a computer and keep grade information up to date.
• Tutor students outside of class for course XXXXX.
• Ensure that chemicals and other items are set up appropriately and on time in the teaching laboratory.

I have discussed these duties with my supervisor and understand my responsibilities.

_______________________________
TA signature

JOB DESCRIPTION, EXAMPLE 3

TEACHING ASSISTANT JOB DESCRIPTION (TA2)

Your duties as a Teaching Assistant will include the following items.

• Take charge of two undergraduate laboratory sections in XXXX. This will generally include, but may not be limited to:
  • Having or acquiring knowledge of the laboratory experiments.
  • Giving short lectures on purpose and procedures for the day’s experiment(s) at the beginning of the laboratory sections.
  • Maintaining safe and proper laboratory conditions.
  • Preparing and grading quizzes and reports.
  • Grading laboratory notebooks, and evaluating the student’s performance in the laboratory.
  • Preparing materials and setting up experiments for the laboratory.
  • Attend meetings related to the coordination of laboratory teaching, proctoring, or grading assignments.
  • Proctoring and grading exams for lecture courses.

I have discussed these duties with my supervisor and understand my responsibilities.

_______________________________
TA signature
JOB DESCRIPTION, EXAMPLE 4

TEACHING ASSISTANT JOB DESCRIPTION (TA3)

Your duties as a Teaching Assistant will include the following items.

Teach two sections of introductory XXXX. This will generally include, but may not be limited to:

- Preparation of lesson plans.
- Presentation of all lectures.
- Defining student assignments.
- Grading of student's written work.
- Determining the final grade for the student.
- Meeting with a mentor once a week to discuss lesson plans, exams, student assignments, procedures, grading, and progress of the course.

I have discussed these duties with my supervisor and understand my responsibilities.

_______________________________
TA signature

JOB DESCRIPTION, EXAMPLE 5

RESEARCH ASSISTANT JOB DESCRIPTION

Your duties as a Research Assistant will include, but may not be limited to the following:

- Provide support to a faculty member's research program by performing designated research under the direction of that faculty member.
- Collect and analyze data from the research.
- Keep appropriate research notes, which will be turned in to the professor at the end of the appointment period.
- Keep the laboratory equipment clean and operable; keep the laboratory clean and safe. Report problems immediately to the faculty mentor.
- Meet on a regular basis with the director of the research project.
- Participate in the writing of manuscripts resulting from the research.
- Participate in the development of research grant proposals based on the present research.
- Present the results of the research at professional meetings if deemed appropriate by the faculty mentor.

I have discussed these duties with my supervisor and understand my responsibilities.

_______________________________
RA signature
SAMPLE LETTER OF OFFER

Click here for a sample Letter of Offer

LOYALTY OATH

This is an electronic form generated through HRS

INTELLECTUAL PROPERTY

http://www.lsusystem.edu/docs/bylaws/Chapter_VII.pdf

PAYROLL DEDUCTION AUTHORIZATION

Direct Deposit Form – Complete form online via myLSU

Payroll Deduction (if applicable) – Complete form online via myLSU

TAX FORMS

FORM W-4

This is a form used to authorize an agency to take out appropriate federal government tax from a GA’s income. This form must be filled out upon initial appointment. It is not necessary to renew this form each year unless the student filed an exempt status or terminates his or her appointment and then returns to the University after a 6-month period. Those who file an exempt status must complete a new form each year by February 15. This form is completed by the employee online via myLSU.

FORM L-4

This is a form used to authorize an agency to take out appropriate state government tax from a GA’s income. This form must be filled out upon initial appointment. It is not necessary to renew this form each year unless the student filed an exempt status or terminates his or her appointment and then returns to the University after a 6-month period. Those who file an exempt status must complete a new form each year by February 15. This form is completed by the employee online via myLSU.

FORM 8233

This is an IRS form used to exempt all, or a portion of, federal/state taxes from an international graduate assistant’s income. An employee in the Office of Accounting Services verifies eligibility based on the graduate assistant’s country of residence, initial U.S. arrival date, and whether the tax treaty benefit has been granted prior to the GA appointment at LSU. This form must be completed in the Office of Accounting Services (Payroll Division) for review and final approval. The tax treaty forms are retained in the Office of Accounting Services for Auditing purposes and copies are sent to the IRS for approval.

Click here for Form 8233.
SECTION IV

GA PERSONNEL

PROCESSING/MANAGEMENT
GRADUATE ASSISTANTS PERSONNEL MANAGEMENT

OVERVIEW

The Southern Association of Colleges and Schools (SACS) Criteria for Accreditation mandates that the Graduate School develop policies governing the appointment and evaluation of graduate assistants (GA's) and monitor their implementation by employing units. These policies include setting minimum academic qualifications for holding a GA appointment, establishing appointment and renewal procedures, setting average workloads, and reviewing stipend levels and ranges. Employing units enter a binding contract when the offer of a graduate assistantship is tendered. It is imperative that unit administrators adhere to Policy Statement 21 (PS-21), which details policies and procedures affecting GAs. Highlights from PS-21 include the following:

QUALIFICATIONS

Only graduate students with acceptable academic records may be appointed to graduate assistantships. Before an appointment can be considered in effect, a student must be admitted to The Graduate School and be registered as a full-time graduate student. Full-time constitutes a minimum of 9 semester hours in the fall or spring semester (a minimum of six hours for graduate credit), or a minimum of 6 semester hours in the summer term (a minimum of 3 hours for graduate credit). Students admitted on probation may be appointed as GAs once they have completed 9 hours of graduate level graded courses with at least a 3.0 grade point average.

International students on assistantship whose native language is not English must meet all current language requirements for international students. See PS-21, PS-81 and PS-85.

GAs assigned to instructional duties (teachers of record—TA3, H965) must have earned at least 18 hours of graduate credit in their teaching discipline prior to their appointment. Furthermore, teaching assistants must be directly supervised by an experienced faculty member in their teaching discipline, receive regular in-service training, and be regularly evaluated.

LETTERS OF APPOINTMENT

As specified in PS-21, unit administrators or supervisors are responsible for extending assistantship offers to eligible students. This offer of appointment, once accepted, becomes a formal contract between the student and appointing unit. Units should insure that at a minimum, the offer of appointment includes the sample paragraph found in PS-21 (Paragraph #18).

A copy of the offer letter and job description for each GA should be kept on file in the appointing unit and one sample copy sent to the Graduate School. In cases where a unit has more than one type of standard appointment letter and/or job description, one copy of each different type must be sent to the Graduate School.

WORK ASSIGNMENTS

As an employee, the GA is expected to perform teaching, research, and/or administrative duties. Work assignments for each type of assistantship should be as specific as possible. Any changes in employee responsibilities should be discussed with the GA and a new job description should be developed.
TIMESHEETS

The following information was released from HRM (Affordable Care Act (ACA) Tracking Guidelines) during spring, 2014. All departments should be careful to document graduate assistants work hours (timesheets) and maintain as noted.

In 2004, the College and University Professional Association for Human Resources (CUPA-HR) requested a formal opinion from the Secretary of Labor regarding whether an employer-employee relationship existed between Universities and graduate assistants. At that time, the Secretary of Labor, Elaine Chao, indicated in response that the 1994 rule that graduate assistants were exempt from Fair Labor Standards Act (FLSA) rules remained in effect. This directive was despite the new (FLSA) regulations that were implemented in August of 2004. Unfortunately, the IRS is under no obligation to follow that past directive by the Department of Labor and it remains to be seen if the relationship between graduate assistants (and student workers) and the University will be impacted by the ACA (Affordable Care Act).

Absent from a clear exemption for graduate assistants, care must be taken to account for the number of hours they work.

Graduate assistants, particularly those engaged in classroom or laboratory assignments, presently do not account for their time and are treated as if they are on salary. Graduate assistants are considered to work at a percentage of effort that equates to 20 hours per week. This level of effort places them below the ACA eligibility threshold and thus they would not be eligible for health insurance.

However, problems could arise particularly in laboratory settings where the demands of the assistantship could create work weeks well in excess of twenty hours. The law seems clear that, regardless of the percentage of effort assigned, actual hours worked will determine eligibility for benefits.

For that reason, supervisors of graduate assistants must maintain monthly time records that must be signed by the supervisor and graduate assistant, certifying the hours worked. Furthermore, it must be stressed that those individuals who work 1560 hours or more per year (or an average of 30 hours or more per week) would qualify for the opportunity to participate in the employee health insurance plan.

***GA’s are not allowed to hold assistantships that require them to work more than 20 hours a week.

EVALUATION/SUPERVISION

Employing units are responsible for providing each GA with an annual written evaluation. A sample of an evaluation must be submitted to the Graduate School. This evaluation must be reviewed by the GA and a copy should be placed in the student's departmental file. When more than one evaluation form is utilized, copies of each type must be on file in The Graduate School.

ADDITIONAL COMPENSATION

Additional compensation appointments are intended for special assignments not associated with the graduate assistant's academic/fiscal contract. These assignments are usually for a short period of time and are not intended to become another source of routine funding. Prior to appointing a graduate assistant to additional compensation, please adhere to the following guidelines:

- Ensure that the student is enrolled full-time.
- Verify employment of assistantship.
- Verify the GA’s current appointment status (# of hours currently employed as GA)

note: International students working 50% (20 hours) and on any type of visa other than P1, are ineligible to work additional compensation.
note: Graduate students not on an assistantship or on fellowships are ineligible to be paid additional compensation.

All additional-compensation appointments must be approved by the Dean of the Graduate School prior to loading in HRS. Use the form "Request for Additional Compensation". The form must be approved by the student's academic department (graduate advisor or chair), the student's graduate committee chair and the ad comp department chair before forwarding to the dean of the Graduate School.

NOTE: IT IS THE RESPONSIBILITY OF THE UNIT TO VERIFY EMPLOYMENT ELIGIBILITY PRIOR TO ADDITIONAL COMPENSATION EMPLOYMENT. IN ADDITION, IT IS ALSO THE UNIT'S RESPONSIBILITY TO TERMINATE ADDITIONAL COMPENSATION APPOINTMENTS UPON COMPLETION OF SERVICES. ALL ADDITIONAL COMPENSATION TRANSACTIONS (HRS on myLSU) ARE TO BE INITIATED ON THE HRS SYSTEM.

CANDIDATES FOR DEGREE

GRADUATION:

Graduate assistants who plan to graduate in a given semester need to be aware of the deadline dates established by the University to apply for degree. The deadline date can be found in the General Catalog, Graduate Student Services Semester Calendar and on the Calendar data base on the IMS system.

GA's who declare candidacy for degree are not exempt from the full-time enrollment rule established in PS-21. Students who have completed all coursework and are finishing a dissertation/thesis are expected to enroll full-time in research (thesis-8000, dissertation-9000) hours. The University policy requiring that graduate assistants who have completed all course work must nevertheless maintain full-time status throughout their employment reinforces the general rule that students writing theses and dissertations must register for research hours commensurate with the University resources upon which they are drawing (faculty advisement, library and computing facilities, laboratories and equipment, etc.). Graduate students registered as “Degree Only” are ineligible for graduate assistantship appointments.

Students who wish to be employed but who do not choose to remain full-time may not be appointed as graduate assistants. Employment may be obtained perhaps within another employment group (student worker, transient, research associate, instructor, etc.). For more details on other employment categories, please contact the HRM Office 8-8200 (Student Aid & Scholarships 8-3103 for student employment).

PROGRAM/DEGREE CLASSIFICATIONS

Students must be enrolled full time as long as they are in a graduate degree program to be eligible to hold and remain on assistantship. A student in classification other than GRAD 6 or GRAD 7 is not eligible to hold an assistantship. Also ineligible are students who are classified as GRAD 6 NMATR and NMATL.

It is the responsibility of the department/unit to verify the student's program/degree classification for eligibility prior to employment. The student's classification information can be found on the IMS System, using the Student Records SRRMENU if a continuing student, or Admissions (ADMMENU) if prior to his/her first semester at LSU. Additionally, the department/unit should track the student's progress towards his or her degree on a regular basis until completion of the degree. The GA's classification and enrollment status should be checked at least once each semester for compliance.
A student is ineligible to remain on an assistantship when his/her desired degree has been completed. If a student has been admitted into another degree program, he/she may be eligible to hold a new assistantship. For details on changing degree programs, please refer to the General Catalog.
PROCESSING GA PERSONNEL APPOINTMENT

Many steps are involved in appointing a graduate student to a graduate assistantship. The unit/department employing graduate assistants must be knowledgeable of federal, state, and University policies that govern the employment of graduate assistants.

To ensure that a graduate assistant is properly employed, the following procedures should be followed:

1. CHECK ACADEMIC STATUS
   - Classification (applicant must be classified as GRAD 6 or GRAD 7). **PLEASE NOTE THAT STUDENTS CLASSIFIED AS NMATR OR NMATL ARE NOT ELIGIBLE TO HOLD AN ASSISTANTSHIP.**
   - Enrollment (the applicant must schedule, enroll and maintain full-time status for the contract period).

2. CHECK EMPLOYMENT STATUS
   Check the HRS system to ensure that a new applicant is not working elsewhere on campus. If the student is currently employed elsewhere and wishes to accept employment with your department, the student should contact his/her current employer to process a termination form on the HRS system. If the student is employed on campus, his/her work status and employing department can be found on the HRS system. The work status information can be found by typing LSU ID then click on search. If you do not know how to use the HRS System, there is a tutorial for assistance (log into your myLSU account, under Financial Services, click on HRS, click on Help, select Help, click on tutorial, click on GA appointments -Tutorial).

   If the applicant is an international student, please check his/her passport for proper visa status. Most students will be on F-1, J-1, P-1 (all okay for employment). If you have questions about the student's visa status, contact the International Student Office (8-3191).

3. CONFIRM PAYROLL INFORMATION
   Please confirm the dates of appointment. If a student will be employed for the entire academic year, please ensure that the academic dates are correct. Each year the academic dates will change. However, the academic dates usually begin the first day of orientation for every semester and end on commencement day. If a student will be employed for the fiscal year, the year always begins on July 1 and ends on June 30 of the following year.

   Please confirm annual rate. All stipend amounts loaded on the HRS system will be based on an annual rate. The minimum award for a graduate assistantship will be equal to $5400 for an academic year, $1325 for a summer, and $6725 for a fiscal year, all at a minimum appointment of 25% effort. Appointments for a single regular semester, fall or spring, must also be at a minimum of 25% effort at a minimum stipend equal to $2700 for the semester. If loading a student for a semester only, the annual salary must be entered. The student will only be paid for the dates entered. The amount of the calculated minimum awards will be reviewed on a periodic basis. Any exception to these stipulations requires special justification and the approval of the Dean of the Graduate School. Stipend levels within units may vary; however, any differences among GA stipend rates must be based upon clearly written guidelines established for the various stipend levels. Differences in pay rates should be based on:

   (a) the qualifications of the individual appointed
   (b) the amount and/or scope of the work required
Graduate assistants are employed either on a fiscal or academic year contract. If a student is on an academic year contract, he or she will be paid based on a nine month appointment (August - May). If a GA begins his or her appointment after the start of the academic year, his/her total annual salary will be determined by using the University academic completion table. The completion table is valid only for the specified year stated on the completion table. Each year the number of academic working days will change. The Academic Completion Table can be found on Payroll’s webpage [link]. Click on the Completion Table and then click on the appropriate fiscal year and then click on spreadsheet for calculating salary.

Determine the correct title code for the position the graduate assistant will maintain for the contract period. All graduate assistants will carry one of the following title codes (See PS-21 for title code descriptions):

H969 - TEACHING ASSISTANT I
H970 - TEACHING ASSISTANT II
H965 - TEACHING ASSISTANT III
H966 - RESEARCH ASSISTANT
H967 - SERVICE ASSISTANT

Furthermore, GA's who possess the title of H965 (TA 3) must meet the following criteria: (Note: see PS-21 paragraph #2 for job description)

The student must have completed a minimum of 18 hours of graduate work in the assistant's teaching discipline.

If the teaching assistant (H965, H970) is an international student, he/she must have successfully completed the Spoken English course (ENGL 1051) and/or be certified/recommended by the ESL program to teach. (The certification is found on the DNI screen in the SRR database)

Check to ensure that all pertinent forms required for the employment of GA's are filled out and filed properly. Below is a list of forms necessary to complete a GA's personnel appointment. Links to samples of each of these documents can be found in the FORMS section of this handbook.
### HRS DOCUMENT

This is an electronic document initiated on the HRS system by the employing department/unit. The document contains salary amount, account #s, type of assistantship appointment, etc. The document is initiated by the department when the applicant accepts an assistantship offer. Before an appointment is considered approved, the department must obtain final approval from the Dean of the Graduate School.

**RETYING LOCATION:**
This electronic document is retained in HRS for proper tax deductions/exemptions and auditing purposes.

### I-9 VERIFICATION

This electronic form used to verify the eligibility for employment in accordance with federal regulations regarding the Immigration Reform and Control Act of 1986. This document contains information such as social security number, driver's license number, passport number (if applicable), and other pertinent information. The I-9 form must be completed and filed within three working days from the initial appointment date. U.S. citizens must complete this form on-line through a link they receive by email (sent to the student's LSU email) from the LSU Payroll Office after the department has loaded their appointment in the system. Once electronic form is completed the employing unit will forward I-9 to the Payroll Office. International students will complete this form and F-1/J-1 on campus work permit (if applicable) on-line through a link they receive by email from the LSU Payroll Office after the department has loaded their appointment in the system. The completed form will be forwarded to the Payroll Office by electronic submission.

**RETYING LOCATION:**
This electronic document is retained in HRS for auditing purposes.

### W-4 FORM

This is a form used to authorize an agency to take out appropriate federal government tax from a GA's income and must be filled out upon initial appointment. The form is to be completed by the employee online via myLSU. It is not necessary to renew this form each year unless the student filed an exempt status or terminates his or her appointment and then returns to the University after a 6-month period. Those who file an exempt status must complete a new form each year by February 15.

**RETYING LOCATION:**
This electronic document is retained in HRS for proper tax deduction and auditing purposes.
DOCUMENT DESCRIPTION

L-4 FORM

This is a form used to authorize an agency to take out appropriate state tax from a GA's income and must be filled out upon initial appointment. The form is to be completed by the employee online via myLSU. It is not necessary to renew this form each year unless the student filed an exempt status or terminates his or her appointment and then returns to the University after a 6-month period. Those who file an exempt status must complete a new form each year by February 15.

RETAINING LOCATION:
This electronic document is retained in HRS for proper tax deduction and auditing purposes.

DOCUMENT DESCRIPTION

ATTACHMENT TO THE FORM 8233

This is a form used to indicate the GA's country of residence, list the benefits, the time frame of the tax treaty, and what type of employee the tax treaty applies (student or teaching/researcher). Some tax treaties provide benefits to both students and teaching/researcher, while others may only provide benefits to students or teaching/researchers and, even some may specify only teaching or researcher. The list of tax treaties provides which countries have a tax treaty and to what type of employee the treaty applies. Since each tax treaty is unique, contact the Office of Accounting Services for questions on this subject.

The tax treaties expire every year on Dec. 31. New forms must be completed and the eligibility is again reviewed to verify that the tax treaty benefits can be continued. The Payroll Office holds a two-day “OPEN HOUSE” in November to assist with the renewal of tax treaty benefits. As soon as the dates are set the information will be published in the Accounting Services newsletter. Flyers will be sent to departmental personnel handling payroll and a list is sent to departments identifying those who maybe eligible for continued tax treaty benefits. Please advise the student identified on the list to take advantage of this service the Payroll Office provides.

RETAINING LOCATION:
This document is retained in Accounting Services for proper tax deductions/exemptions and auditing purposes.
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<th>DOCUMENT DESCRIPTION</th>
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<tr>
<td><strong>TAX TREATY</strong></td>
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<td>This is an IRS form used to exempt all, or a portion of, federal/state taxes from an international graduate assistant's income. An employee in the Office of Accounting Services verifies eligibility based on the graduate assistant’s country of residence, initial U.S. arrival date, and whether the tax treaty benefit has been granted prior to the GA appointment at LSU. This form must be completed in the Office of Accounting Services (Payroll Division) for review and final approval.</td>
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<td>RETAINING LOCATION:</td>
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<tr>
<td><strong>ALIEN TAX INFORMATIONAL REQUEST FORM</strong></td>
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<td>This is a form used to request background information on international employees such as, initial U.S. arrival date, visa type, anticipated departure date, and the number of days presented in the U.S. since initial date, and if another university was attended prior to coming to LSU. This form must be completed by all nonresident alien graduate assistants. Students will complete this form as well as the I-9 form and F-1/J-1 on campus work permit (if applicable) on-line through a link they receive by email (sent to the student’s LSU email) from the LSU Payroll Office after the department has loaded their appointment in the system. The completed form will be forwarded to the Payroll Office by electronic submission by the student. The information is extremely important to monitor the length of U.S. stay and when the substantial presence test is considered to have been met, therefore, they are then considered as a &quot;resident alien&quot; for tax purposes. Nonresident alien graduate assistants are in an exempt period for five consecutive calendar years and in this period are exempt from social security and Medicare taxes. In the sixth year, the GAs are no longer considered exempt due to having met the substantial presence test and are subject to paying social security and Medicare taxes during the periods they are not enrolled in classes. International Services will review and approve the on campus work permit and I-9 form for F-1 and J-1 international students in the electronic system to allow for the completion of the appointment.</td>
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<td>RETAINING LOCATION:</td>
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<td>This document is retained in Accounting Services for proper tax deductions/exemptions and auditing purposes.</td>
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DOCUMENT DESCRIPTION

LOYALTY OATH
This document contains information regarding work ethics and the responsibility to uphold University laws and the U. S. Constitution. This electronic document is to be signed by a student employed as graduate assistant. The student is automatically notified to complete this form after the HRS form is generated.

RETAINING LOCATION:
This electronic document is retained in HRS.

DOCUMENT DESCRIPTION

JOB DESCRIPTION
This is a document containing information regarding the duties to be performed by the GA. This document includes, but is not limited to, a description of daily tasks, assignments, projects, work schedule, reporting levels, and etc. The various job descriptions are developed by the employing unit in accordance to PS-21 and SACS criteria.

RETAINING LOCATION:
The job description is kept in the student's personnel file in the employing unit. The document is subject to audit and review by the Graduate School and other appropriate University officials.

DOCUMENT DESCRIPTION

OFFER LETTER
The Offer Letter is a document containing information regarding the offer of a graduate assistantship to a student. Information in this document usually includes the type of contract (academic/fiscal), salary amount, inclusive dates, the SACS statement found in PS-21 and General Catalog, excerpts from PS-21, and the nature of job (teaching, research, service). The CGS statement must be included in all offer letters. Offer letters are developed and updated by the employing unit in accordance with PS-21 and SACS.

RETAINING LOCATION:
The Offer Letter is kept in the student's personnel file in the employing unit. This document is subject to audit or review by the Graduate School and other appropriate University officials.
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<th>DOCUMENT DESCRIPTION</th>
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<tr>
<td><strong>ANNUAL EVALUATION</strong></td>
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<tr>
<td>This is a document describing the evaluation of a graduate assistant's performance. This information should be discussed and signed by the employee and employer. This document should be initiated every year and upon termination of employment.</td>
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<td><strong>RETAINING LOCATION:</strong></td>
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<td>The annual evaluation document is kept in the student's personnel file in the employing unit. It is subject to review or audit by the Graduate School and other agency officials when appropriate.</td>
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<th>DOCUMENT DESCRIPTION</th>
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<tr>
<td><strong>DRUG FREE WORKPLACE FORM</strong></td>
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<tr>
<td>This electronic document is used to attest to the drug free statement in accordance with the Federal Drug Free Act of 1988. The Drug Free documents are filled out and signed by the employee and employer.</td>
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<td><strong>RETAINING LOCATION:</strong></td>
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<td>This electronic document is retained in HRS. These documents are subject to review by federal authorities and other University officials.</td>
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PROCESSING GA FORMS ON LINE

Graduate assistantship appointments are processed on-line by using the Human Resource System (HRS). This system allows you to input personnel data to create the required personnel document to pay graduate assistants. The types of transactions that will be generated by this system include, but are not limited to:

- appoint employee
- change employee
- add compensation

The HRS System database can also be valuable in determining the employment status of potential applicants for graduate assistantship positions. You are encouraged to use the HRS System on a regular basis to retrieve pertinent data to properly manage the compliance status for all graduate assistants employed by your unit.

The following steps are necessary to set up an initial appointment for a new graduate assistantship.

1. Prior to inputting any information on the HRS System, gather as much of the following information as you can about the new graduate assistant. Organizing this information will save a lot of time. The required items of information needed to generate a HRS document are:
   - lsu id
   - effective date
   - ga supervisor information
   - check distribution code
   - Pay basis (academic (81), fall only (83), spring only (84), fiscal (91), or summer (85) semester)
   - title code (please refer to the title code list in the Quick Reference section of this handbook)
   - transaction exp date
   - Percent of effort (example: 25.00, 50.00); please refer to the percentage chart in the Quick Reference section of this handbook
   - position salary - annual. This is the amount the student will earn based on the academic or fiscal year. If you know the monthly rate but don’t know the annual amount, then use one of the following formulae:
     - Academic appointment (Monthly rate x 9)
     - Fiscal appointment (Monthly rate x 12)
   - account(s) (this is the source of funds the GA will be paid from)
   - release authority (reviewer)

2. Logon to myLSU.

3. Financial Services click on HRS – (HRS has a tutorial which can be found under Help)

4. Personnel Action – Begin creating the appointment form by clicking on the Personnel Action Link. Click Appoint Employee.

5. Click the Employee Type drop down box – Click G for Graduate Assistant – Input the GA’s LSUID or SSN and the Appointment Date. Input the Department Code. Click the Appointment Transaction drop down box. Click the XAPP Appointment type. Click the Appoint button.

6. On the Header you need to enter the Check Distribution Code. Choose the pay basis by clicking on the Pay Basis drop down box. Click on the Pay Basis code that applies. Click the Title Code drop down box.
Click on the appropriate Title Code. Enter the Transaction Exp Date. Input the Employee Percent FT (ie 25.00, 50.00). Input Position Annual Level amount. Finally, click the Change button in order to save all information input on the Header tab. Top left hand side should indicate Update Successful. If update not successful, make corrections until update is successful.

7. Input Supervisor Information – Click on Right Top A symbol – supervisor information – List this employee’s supervisor(s) – Supervisor ID

8. Click the Acct text box. Enter the account number in the Acct Code box. Enter the Salary amount. Click the add button. Status on form has moved to BAL for Balanced. Once all of the required information is entered on the Acct tab, click on the Attach tab. The employee will electronically complete some of the required forms. For those employees who haven’t yet received their myLSU ID, these documents can be filled out on paper, scanned by the HRSAUTH and manually attached on the Attach screen. Required documents will be listed under required documents. Forms which need to be attached will have a “*.” If a required document does not have a “*,” you may continue creating the appointment form without attaching it since the employee will complete forms on-line.

9. Click on Approve tab to begin filling out the final section of the form. Add a reviewer by clicking the Release Authority drop down box. Click the name of the appropriate reviewer. Click add. You can manually add reviewer if individual is not listed as choice in the Released Authority drop box.

10. At the bottom of this screen you can choose to have the form set to manually or automatically release once all approvals are met. You are encouraged to use the automated release option. Now you need to click the Route button in order to route the form to the reviewer(s) for approval. Notice once the form is routed to the reviewer(s), the status of the form changes to RAPR for Routed for Approval. Once the form is approved by the Release Authority; the status of the form changes to RAPP for Routed and Approved. If the form is set to Auto Release, the status will change to RGRD since this form must route to the Graduate School for approval. For forms that do not route to the Graduate School, the status will change to RPAW if it is waiting on additional documentation, otherwise, the status will change to RPAY for Released to Payroll.

**RESIDENT TUITION**

All graduate assistants on 20 hour per week assistantship are treated as residents for tuition purposes for the duration of the assistantship contract. Graduate assistants are responsible for all applicable fees.

When a graduate student has been approved to hold an assistantship and schedules courses via myLSU during the priority periods (please see the schedule of classes booklet for the particular semester’s priority periods), the system will automatically assess the student an in-state tuition exemption provided that all of the following criteria have been met:

1. The student has been admitted or is currently enrolled in Graduate School in good standing (a student admitted on probation or continuing student on academic probation [GA whose semester gpa is below 3.00] is not considered to be in good standing).

2. The student has registered full-time (9 hours fall/spring; 6 hours summer)

3. The GA personnel forms have been successfully processed (processed and approved by the Department, Graduate School, and Accounting Services).
PLEASE NOTE THAT THE PROCESSING TIME FOR A HRS DOCUMENT TO BE ROUTED AND APPROVED THROUGH PROPER CHANNELS IS USUALLY A MINIMUM OF 5 WORKING DAYS.

(4) The GA's must be employed for at least half of the semester.

PLEASE NOTE THAT A GRADUATE ASSISTANT ON A 20 HOURS PER WEEK ASSISTANTSHIP WILL BE SUBJECT TO A RETROACTIVE CHARGE OF IN-STATE TUITION AND NON-RESIDENT FEE IF HE OR SHE DROPS BELOW FULL-TIME OR WITHDRAWS FROM THE ASSISTANTSHIP CONTRACT AND HAS NOT WORKED THRU OCTOBER 1 (FALL), MARCH 1 (SPRING), OR JULY 1 (SUMMER).

It is suggested that the department check graduate assistant eligibility each semester prior to the close of myLSU to avoid billing problems. If a student receives an in-state fee charge on his or her fee bill, then one of the steps listed above was not successfully completed at the time of billing.

In the event that a graduate student obtains an assistantship after classes begin, the same qualifying criteria listed above would apply. If the student paid the in-state tuition and a credit or refund is due, the student should check their myLSU account for the appropriate credit/refund.

NON-RESIDENT REFUNDS

All graduate assistants are classified by the University as resident students for fee purposes only, and only for the duration of the assistantship contract. This rule is important to those nonresident students who hold an assistantship.

When a graduate student has been approved to hold an assistantship and schedules courses via myLSU during the priority periods (please see the schedule of classes booklet for the particular semester's priority periods), the system will automatically assess the student resident fees provided that all of the following criteria have been met:

(1) The student has been admitted or is currently enrolled in Graduate School in good standing (a student admitted on probation or continuing student on academic probation is not considered to be in good standing).

(2) The student has registered full-time (9 hours fall/spring; 6 hours summer)

(3) The GA personnel forms have been successfully processed (processed and approved by the Department, Graduate School, and Accounting Services).

PLEASE NOTE THAT THE PROCESSING TIME FOR A HRS DOCUMENT TO BE ROUTED AND APPROVED THROUGH PROPER CHANNELS IS USUALLY A MINIMUM OF 5 WORKING DAYS.

(4) The GA's must be employed by October 1, March 1 or July 1 for the fall, spring or summer semesters respectively to qualify for the resident tuition rates.

PLEASE NOTE THAT A NON-RESIDENT STUDENT ON ASSISTANTSHIP WILL BE SUBJECT TO A RETROACTIVE CHARGE OF IN-STATE TUITION AND NON-RESIDENT FEES IF HE OR SHE DROPS BELOW FULL-TIME OR WITHDRAWS FROM THE ASSISTANTSHIP CONTRACT AND HAS NOT WORKED THRU THE DATES OF OCTOBER 1, MARCH 1 AND JULY 1 FOR THE FALL, SPRING OR SUMMER SEMESTER.
It is suggested that the department check each graduate assistant's eligibility status each semester prior to the close of myLSU to avoid billing problems. If a student receives a non-resident charge on his or her bill, then this is an apparent sign that one of the steps listed above was not successfully completed at the time of billing.

In the event that a graduate student obtains an assistantship after classes begin, the same qualifying criteria listed above would apply. If the student paid the non-resident fees and a credit or refund is due, the student would need to contact the Office of the Bursar (578-3357) for further details on how to obtain a credit or refund.

**REGISTRATION**

All Graduate Assistants are required to be registered full time while employed. According to university policy PS-21, full time for Graduate Assistants is nine hours (fall & spring) and six hours (summer term). At least six of the nine hours registered for fall/spring must be at the graduate level for credit (4000 level courses or above). During the summer term, at least three of the six hours must be at the graduate level for credit. Auditing a course does not count toward meeting the full-time requirement. Graduate Assistants who are candidates for degree (those who have applied to receive their degree) are required to meet full time requirements in their graduating semester.

All new Graduate Assistants should be counseled about the **Advanced Billing System & myLSU System**. Each graduate student will be held responsible for scheduling courses each semester during his/her priority period (approved time period [see schedule booklet for details on student’s priority scheduling periods]). Proper timing and planning is key to ensuring that students are registered and billed properly.

When scheduling via myLSU, the student will need to know what courses he or she will be scheduling, what optional fees to select, and what form of fee payment options to choose. Please advise your students that courses needing departmental approval will need to be identified in advance of scheduling. The same applies to departments responsible for lifting flags for students who need departmental approval to take a course. If these items are not attended to by the deadline for myLSU to close to assess bills, those courses will be purged from the student’s schedule.

If a continuing student does not register by the priority period and chooses to schedule courses during the late registration period he or she will be subject to a $75 late processing charge. The student may continue to schedule courses via myLSU in the same manner he or she would have during the regular priority scheduling period.

All Graduate Assistants who register will be treated as residents for fee purposes only and only for the duration of their contract. Eligibility applies only when a Graduate Assistant's contract has been approved at all levels established by the University (Department, Graduate School and Accounting Services). Only when final approval has been given will a graduate assistant’s fee bill be assessed at the resident rate (students should allow a minimum of 5 working days for a HRS document to be processed from start to finish). Departments should make every effort to expedite forms processing to ensure that each student is paid on time and receives tuition credit if due. The ABS system checks the HRS system daily to identify any new GA transactions that have been approved by the system. As new forms are processed on HRS, ABS reassesses the fees/charges as needed. Any information on credits or balances due can be found on the TIS (Treasurer’s Information System). Questions on the TIS system or on procedures to obtain a credit or refund should be directed to the Office of the Bursar (8-3357).
TAXES

The 1986 Tax Reform Act simplified the question of taxability of graduate assistant stipends. The act specifically states that "any amount received which represents payment for teaching, research, or other services by the student" cannot be excluded from income. All stipends paid by the university to graduate teaching, service, or research assistants are considered taxable earnings.

The University will withhold Federal and State income taxes on payments made to all graduate assistants. The graduate assistant will be required to fill out a L-4 and W-4 forms. These forms should be completed via myLSU.

International graduate students from countries with tax treaties between their countries and the United States should report to the Office of Accounting Services (Payroll Division) to fill out the appropriate forms. International graduate students without tax treaties, and those students who reach their tax treaty exemption limit, will pay federal taxes based on a "single" marital status (regardless of actual marital status), may claim one allowance, and must pay a required additional $7.60 per week. If they are paid biweekly, the additional amount will be $15.30. If they are paid monthly, the additional amount will be $33.10. The additional amount applies only to federal taxes. For more information on processing W-4 and L-4 forms, contact the Office of Accounting Services.
SECTION V

USING THE LSU MAINFRAME
The LSU mainframe systems provide resources to assist with daily assignments on the LSU campus. The system is available to faculty, staff, and students, who have obtained proper approval to access the system.

See your local supervisor for access to the appropriate mainframe systems.

The following provides basic information for the systems most used in appointing graduate assistants.

**ADMISSIONS MENU (ADM)**

The ADM System (Admissions System) warehouses information on applicants who apply for admission to LSU. The information entered is gathered from various documents sent to the University. Such documents are transcripts, test results, and admission applications. These sources of information are used in determining admission eligibility.

The following options in the ADM system will assist you in determining eligibility factors for recruiting graduate assistants or verifying information to complete GA personnel documents.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>OPTION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application status</td>
<td>APPL</td>
</tr>
<tr>
<td>Biographical Information</td>
<td>BIOG</td>
</tr>
<tr>
<td>International Std. Data</td>
<td>INTS</td>
</tr>
<tr>
<td>Evaluation/Calculated GPA's</td>
<td>SEVL</td>
</tr>
<tr>
<td>Degree Information</td>
<td>DEGR</td>
</tr>
<tr>
<td>Test Scores (GMAT,GRE,TOEFL)</td>
<td>TSTG</td>
</tr>
</tbody>
</table>

Note: If you need but do not have access to this information, please notify your security officer for eligibility.
STUDENT RECORDS SYSTEM (SRR)

The Student Records System is designed to warehouse an array of information on students (undergraduate/graduate) who have either been enrolled at LSU (since 1983) or are currently enrolled. Samples of information include, but are not limited to students' GPAs, number of hours enrolled, degree information, students' biographical data, current schedule of courses, candidate for degree information, current and past academic grades, etc..

Listed below are commonly used menus in the student records database. Please take advantage of this system when checking graduate assistants' employment eligibility.

<table>
<thead>
<tr>
<th>OPTION CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCUR</td>
<td>Current Schedule</td>
</tr>
<tr>
<td>VACA</td>
<td>Historical Academic screens (scroll by semester)</td>
</tr>
<tr>
<td>VDN1</td>
<td>Test screen (GMAT, TOEFL, English Proficiency)</td>
</tr>
<tr>
<td>VINT</td>
<td>International screen</td>
</tr>
<tr>
<td>VDEG</td>
<td>Displays Degrees Awarded</td>
</tr>
<tr>
<td>VSEM</td>
<td>Displays number of semesters attended</td>
</tr>
<tr>
<td>VBIO</td>
<td>Biographical screen</td>
</tr>
<tr>
<td>VSCH</td>
<td>Current scheduled courses</td>
</tr>
<tr>
<td>VSRQ</td>
<td>Requested schedule for next semester</td>
</tr>
</tbody>
</table>
HUMAN RESOURCE SYSTEM (HRS)

The Human Resource System allows users to access the University's personnel system to review information on current and previous employees of the University (data on previously employed personnel remains on-line for two years after the termination date). Information includes, but is not limited to, employment status, places of employment, salary amounts, accounts, etc.

When using this system, confidentiality is of the utmost importance. Unauthorized use of this system will result in disciplinary action.

If you process graduate assistantship personnel forms and do not have access to this system, please request security access through your myLSU account.

ADVANCED BILLING SYSTEM/TREASURER'S INFORMATION SYSTEM (ABS/TIS)

ABS

The Advanced Billing System interacts with fee bills for students per semester/term/module and applies various awards/exemptions. Information such as scholarships/fellowship exemptions awarded, billing codes, account balances and other billing information is contained in this system.

TIS

The Treasurer's Information System warehouses customer information regarding student accounts. The system displays student balances, detailed charges to accounts, account receivable amounts, applied award amounts, etc.

If you need training on ABS or TIS, please contact the Office of Business Affairs at 578-3386. The Office of Business Affairs and the Office of the Bursar Operation have developed a reference guide on the ABS/TIS systems.

If you need access to ABS or TIS, please request security access through your myLSU account.