

## Graduate Assistant Job Structure

PROPOSED STUDENT JOB STRUCTURE (EFF. 1/1/19)							ePAF Options		
Job Title	PCLS	ECLS	Pay Cycle	FLSA	Position #	Assistantship / Graduate Fringe Applies?	Create a New Job	Add a Job	Rate, timesheet org, FTE changes
Graduate Teaching Assistant	GRADT	GA	Monthly	Exempt	GT----	Yes	NJGA	ADJGA	RTCHGA
Graduate Research Assistant	GRADR	GA	Monthly	Exempt	GR----	Yes			
Graduate Assistant-Exempt	GRADA	GA	Monthly	Exempt	GA----	Yes			
Graduate Extension Assistant	GRADE	GS	Bi-Weekly	Nonexempt	GE----	Yes	NJGB	ADJGB	RTCGBS
Graduate Student Workers	GRADB	ST	Bi-Weekly	Nonexempt	GB----	No	NJGB	ADJGB	RTCGBS
Undergrad Student Workers	UGRAD	ST	Bi-Weekly	Nonexempt	ST----	N/A	NJST	ADJBPT	RTCSTU
Graduate Assistant-Nonexempt	GRADN	GS	Bi-Weekly	Nonexempt	GN----	Yes	NJGN	ADJGN	RTCHGN

EFFECTIVE DATE GUIDANCE	
GRADR, GRADE & GRADA	Determined by the department and may be any date within the semester
GRADT	Should follow the academic calendar (i.e., 8/16 - 12/31) but no sooner than the day after the previous semester's graduation
UGRAD, GRADB & GRADN	Determined by the department and may be any pay period begin date (follows when the employee starts work) within the semester
New GRADRs	If 1st semester, cannot begin before classes begin
*GRADR, GRADE & GRADA	If returning after undergraduate graduation, may start 5 days prior to first date of classes
*GRADT	If returning after undergraduate graduation, should start on the first day of semester
<i>Background checks must be completed prior to hire and follow Graduate Student Background Check Policy International students - end date must be no later than the graduation date.</i>	

last updated: 12/11/18