

BUDGETING GRADUATE ASSISTANTS

Graduate Assistants will be budgeted using a personnel report to establish a line item position. As each graduate assistant is established in a separate line item position, a reduction will be made to the amount budgeted in the lump sum position. Budget amendment forms will be necessary only to increase or decrease the amount budgeted in the lump sum position. Graduate assistants do not retain the same position number from year to year. Begin numbering graduate assistants with position number "01" each year. Be sure to indicate the contract type on the personnel report as defined below:

	Contract Type
<p>ACADEMIC SEMESTER CONTRACT (Graduate Assistants employed on a semester basis associated with the academic calendar and paid on the academic payroll.)</p> <p>Employment dates for "S" contract graduate assistants for FY 2010 are as follows:</p> <p>Entire Year 08/17/2009 - 05/07/2010 Fall Semester 08/17/2009 - 12/16/2009 Spring Semester 01/07/2010 - 05/07/2010</p>	S
<p>MONTHLY CONTRACT (Graduate Assistants employed on a monthly/fiscal year basis paid on the regular monthly payroll.)</p>	N

Use the following rates per 1.00 EFT when budgeting lump sums:

Lump Sum Position	Budget Rate Per 1.000 EFT
Graduate Assistants - Doctoral Level	46,062
Graduate Assistants - Masters Level	42,616

Amounts for graduate assistantships should be budgeted using the position short title corresponding to the category defined below:

GTA - GRADUATE TEACHING ASSISTANT

A Graduate Teaching Assistant is a student enrolled in the Graduate School who is assigned the instructional responsibility for a course. Normally, the student assistant would have autonomy for teaching and assigning a final grade for the particular course he or she teaches. Graduate Teaching Assistants must be processed through the Faculty Affairs Office to obtain administrative approval from Regents Central Office.

GLA - GRADUATE LABORATORY ASSISTANT

A Graduate Laboratory Assistant is a student enrolled in the Graduate School who is assigned the teaching responsibility for a laboratory section that is a part of a course. The student is responsible for laboratory instruction and normally assigns the final grade for the lab section working under the supervision of a regular faculty member. Graduate Laboratory Assistants must be processed through the Faculty Affairs Office to obtain administrative approval from Regents Central Office.

GRA - GRADUATE RESEARCH ASSISTANT

A Graduate Research Assistant is a student enrolled in the Graduate School who is assigned to assist one or more faculty members in research projects and paid from research or departmental research funds.

GBLA - GRADUATE BUSINESS LAW TEACHING ASSISTANT

A Graduate Business Law Teaching Assistant is a student enrolled in the Law School who is assigned the instructional responsibility for a section of a course in the College of Business Administration. Normally, the student assistant would have autonomy for teaching and assigning the final grade for the particular section of the course he or she teaches.

GA - GRADUATE ASSISTANT

This category encompasses all other graduate students receiving assistantship stipends not covered by the four previously mentioned categories.