

GRADUATE ASSISTANT PAYROLL INFORMATION

It is imperative for you to follow the IPS and Payroll Schedules to ensure your students will be processed in the EPAF routing queue on time to receive their paycheck. *Once the payroll process begins, IPS is locked out for that particular payroll.*

Contract Information

- The **Graduate Student Contract** and other documents can be found on the Graduate School website: <http://www.ecu.edu/cs-acad/gradschool/assistantship.cfm>. **This is the only contract accepted by the Graduate School.** Make sure you use the latest version on the website.
- Completed graduate student contracts & accompanying documents with signatures need to be scanned and emailed to gsassistantcontracts@ecu.edu. **NO EXCEPTIONS!**
- Do not send a hardcopy of the contract to the Graduate School. Keep the original for your file.
- Make sure the BANNER ID is correct and legible.
- Use the departmental list to determine which department abbreviation you need to use. The departmental list can be found on the Graduate School website: <http://www.ecu.edu/cs-acad/gradschool/assistantship.cfm>.
- For all units utilizing funds awarded by the Division of Research & Graduate Studies or those utilizing unexpended faculty salary budgeted in 60150 (FRS-object code1310) use the following codes:

Teaching Assistant	60153
Research Assistant	60154
Graduate Assistant	60155
- For all units utilizing internal funds (operating budget), unexpended faculty salary budgeted in 60100 (FRS-object code1110) or grant funds use the following codes:

Teaching Assistant	60103
Research Assistant	60104
Graduate Assistant	60105
- If using positions allocated by the Graduate School use the following FOAP - 111101-72-601XX-0000

Position Number Information (6 digits)

- Graduate School position numbers are the same with a **9** in front of them (Example: HRMS position 46XXX, Banner position **9**46XXX)

- Domestic students are limited to 30 hours per week, any combination of appointments, i.e., GA/RA/TA, Self Help, SPA, or EPA. **Foreign students are limited to 20 hours per week. No exceptions. This is a federal ruling, not state or ECU.**
- Domestic and foreign students may work a total of 38 hours per week (any combination of appointments) during the summer.

EPAF Information

- Instructions for epafs are on the following website: <http://www.ecu.edu/cs-admin/HumanResources/HRIS.cfm>
- Transaction number and Suffix should be entered on every contract. If transaction number or suffix has changed you need to send a revised contract to: gsassistantcontracts@ecu.edu.
- The PROJECT CODE has to match the FTE
- Query DATE on the first screen should be the NEXT payroll date--- EX: 10/01/2009. This will automatically populate in all date fields.
- You will need to CHANGE the PERSONNEL DATE to the FIRST DAY OF EMPLOYMENT. The PERSONNEL DATE AND I-9 HAVE TO MATCH.
- The dates on the contract should be the dates that a student is actually working and not the payroll dates.
- It is important to add detail information in the comment section of the EPAFS. This will help me understanding what you are trying to accomplish. Ex: Mass Time Entry will be done to catch up student's pay missed on (date).
- To ensure that an EPAF gets approved on time please submit it to the **Graduate School at least 3 working days before deadline.**

It is your responsibility to CHECK your EPAF Queue several times a day to see the status of the EPAF especially right before and after the payroll deadline to make sure it has been applied. DO NOT ASSUME THAT EVERYTHING IS OK JUST BECAUSE YOU SUBMITTED IT.

Budget Information

You may check your monthly balance and payroll history by accessing e-print. To access e-print link to: http://www.ecu.edu/cs-admin/financial_serv/eprint/index.cfm.

The e-Print report for graduate assistantships is NYMB701.

You may use eduBic PosMan Report to check the position budget, projected pay, pay history and redistributions.

To access PosMan link to:

<https://reports.intra.ecu.edu/Reports/Pages/Folder.aspx?ItemPath=%2fecuBIC%2fHumanResources%2fPosition+Management>

The most common report used will be the PosMan Report – Single Position Listing.

ELIGIBILITY/REMINDERS

Units expending funds from The Graduate School office are not authorized to hire non degree seeking students. You may hire non degree seeking students as long as you use your own funds (position numbers GXXXXX, unexpended faculty salary approved by your Vice Chancellor, or grant funds).

All international students must apply for a social security number through the local Social Security Administration Office in Greenville. International students must contact Ms. Keecia Rouse at the Financial Services (328-0445) Office to complete all tax forms and if necessary complete Form 8233 (Exemption from withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual. ECU is required by the State to submit this form to the IRS.

You determine the monetary amount to pay your students. Please review your budget and determine pay based upon your needs.

Any teaching assistant responsible for teaching for credit and/or assigning final grades for such courses must have earned at least 18 graduate semester hours in their teaching discipline. In addition, they must be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training and evaluated regularly. A foreign student for whom English is a second language must take the Test of Spoken English (TSE) or show other reliable evidence of proficiency in oral and written communication. These criteria are given to us by our accrediting agency which is the Southern Association of Colleges and Schools, or SACS.

An Employment Eligibility Verification Form (I-9) must be maintained for each student. This form may be obtained from the Payroll website: http://www.ecu.edu/financial_serv/payroll/payrollforms.cfm You must send the original to the Student Employment Office (SEO), 100-C Fletcher Residence Hall.

Graduate assistants must be set up on direct deposit. The Authorization for Direct Deposit form can be obtained from the Payroll Office website: http://www.ecu.edu/financial_serv/payroll/payrollforms.cfm

Graduate Assistants do not keep time sheets, as they are considered salaried.

Questions relative to W2 forms, taxes, direct deposit and issuance of pay checks should be directed to the Payroll Office at 328-6955 or 328-6954.