Graduate Assistant Start Date & Annual Work Period Guidance

During the first year of the graduate assistantship appointment, the Annual Work Period (AWP) for the primary appointment should begin on 8/1, 8/16, or other appropriate common hire date on or before the first day the graduate assistant is expected to perform employment-related responsibilities in compliance with the University Start Date Mandate.

Per previous guidance, after November 1st of that same year, HR Generalists should initiate a Data Change business process in Workday to correct the AWP on the primary appointment to 9-months (or longer) beginning 9/1 (i.e., September 1 – May 31). The exception to this procedure would be for those Graduate Assistant – Teaching (GAT) employees with limited, provisional (one-semester Emergency or Level 2 certified) approvals who can only be hired for one provisional semester. This is based on English Language Proficiency Certification requirements. To ensure that there are no adverse impacts on benefit enrollment events that might be in progress, HR Generalists should not initiate the Data Change in September or October and should wait until after November 1st.

All returning primary graduate assistantships should have an annual work period (AWP) that begins on 9/1. Secondary graduate assistantship positions should reflect an appointment period of no more than one semester (3, 4 or 4.5 months) and include the Request for Additional Hours form attached to the business process in Workday, if the positions have overlapping annual work periods.

EXAMPLES

1. Example for units or divisions wishing to pay Graduate Assistants that worked in their primary appointment for 12 months:
   - Graduate Assistant primary appointment – 12 months with AWP 9/1 - 8/31

2. Example for units or divisions wishing to pay Graduate Assistants that work in their primary appointment through 5/31:
   - Graduate Assistant primary appointment – 9 months with AWP 9/1 - 5/31

3. Example for units or divisions wishing to pay Graduate Assistants that work in their primary position & summer 1 only:
   - Graduate Assistant works in primary position – 10.5 months AWP 9/1 - 7/15
   - OR
   - Graduate Assistant works in primary position – 9 months with AWP 9/1 - 5/1 & HR Generalist initiates an Add Job action in Workday with AWP of 6/1 - 7/15

4. Example for units or divisions wishing to pay Graduate Assistants for non-consecutive work during the summer session(s):
   - Graduate Assistant primary appointment with AWP of 9/1/22 – 5/31/23
     a. ***No work is conducted between 6/1-7/31***
     b. Graduate Assistant is returning to work on 8/1/23. HR Generalist initiates an Add Job action in Workday with AWP of 8/1 - 8/31/23
     c. Graduate Assistant returns to primary appointment with AWP is 9/1/23 – 5/31/24