Graduate Monthly Cheat Sheet

APPROVAL CATEGORY/TYPE	DATE TIPS
Graduate Assistant (GRGRAD)	**Query Date:** First day of the month the student will be payable.
Supports both academic and non-academic functions. academic functions. Performs varying duties: gathering, organizing, analyzing, advising, presenting and leadership development.	**Current Hire Date:** First day the student will work.
	Last Work Date: Last day the student will work.
	Job Begin Date: First day of the month the student will work. (DEFAULTED)
	Job Effective Date: First day of the month the student will work. (DEFAULTED)
Graduate Research Assistant (GRGRNT)	**Termination Date:** The last day of the last month student will work.
Provides training to the student in research and contributes to the university's research mission.	*Teminate Job Record Section*
	Job Effective Date: Last day of the month the student will work.
Graduate Teaching Assistant (GROVER)	**Personnel Date:** Last day the student will work.
Provides training in teaching and contributes to the university's teaching mission.	****SHADED ITEMS REFER TO PAYROLL DATES**** **UNSHADED ITEMS REFER TO CONTRACT DATES**

POSITION/SELECT APPROVAL CATEGORY TYPES

GRGRAD: Graduate Assistant

GRAD10: state/WORK AGAINST	
GRAD15: state/POOL	
GRAD20: contracts & grants	
GRAD30: gifts/trusts	
GRAD40: foundation	
GRAD50: title III	
GRAD60: splitfunded	

GRGRNT: Graduate Research Assistant

GRNT10: state/WORK AGAINST	
GRNT15: state/POOL	
GRNT20: contracts & grants	
GRNT30: gifts/trusts	
GRNT40: foundation	
GRNT50: title III	
GRNT60: splitfunded	

GROVER: Graduate Teaching Assistant

OVER10: state	OVER50: titleIII
OVER20: contracts & grants	OVER60: splitfunded
OVER30: gifts/trusts	
OVER40: foundation	

GRADUATE ASSISTANT & GRADUATE RESEARCH APPROVAL CATEGORY(GRGRAD & GRGRNT)

State/WORK AGAINST-If the department is paying against a position using **state/overhead/ receipts**; sent to EHRA Personnel (Lachelle McLean), requires advanced coordination.

State/POOL- If the department is paying with funding not attached to a position using state/overhead/receipts

Compensation Guidelines

Student Assistant IV (Master Student): $13- $18 per/hr
Student Assistant V (Doctoral Student): $16- $22 per/hr
Graduate Assistant Semester Rate: $3,600- $5,000 (per 20/hr wk)
Graduate Teaching Assistant Semester Rate (Master Student): $10,000 (per 20/hr wk)
Graduate Teaching Assistant Semester Rate (Doctoral Student): $12,500 (per 20/hr wk)
Graduate Teaching Assistant Semester Rate (Master Student): $10,000 (per 20/hr wk)
Graduate Teaching Assistant Semester Rate (Doctoral Student): $12,500 (per 20/hr wk)

Default Routing Queue

If you want to use the same routing queue for approving all electronic approval transactions in a particular approval category (for example, if you always want to use the same approval queue when hiring a student using state funds that needed to be approved by the Dean As well), you can establish that routing queue on the ePAF Default Routing Queue page.

When creating your Routing Queue and Default Routing be sure to select Tia Uitenham, Maurice Warren, or Genoba Parker as your Superuser approval level [LVL_97, LVL_98, LVL_99]