

# UNIVERSITY of HOUSTON

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## HUMAN RESOURCES

### Summer Graduate Students Guidelines

Below are the Summer ePAR hire dates for **Teaching Assistants (TA), Teaching Fellows (TF), Instructional Assistants (IA), Graduate Assistants (GA), Research Assistants (RA), and Research Assistants-Tuition Eligible (RA-TE)**.

To ensure timely approval and accurate payment within the correct pay cycle, please submit all ePARs as early as possible, or no later than the cutoff dates listed on the Payroll Calendar.

	<b>Effective Date</b>	<b>Asgmt End Date</b>
<b>Mini Session</b>	5/1	6/1
<b>Session 1</b>	6/1	9/1
<b>Session 2</b>	6/1	7/16
<b>Session 3</b>	6/1	8/1
<b>Session 4</b>	7/16	9/1

**Teaching Assistants, Teaching Fellows, and Instructional Assistants** who are working during the summer may be placed on one of the job codes listed below. If a student is on Summer Work Break (SWB) then the summer assignment will be placed on the next available Empl Record.

- 1960 Summer Teaching Assistant
- 1961 Summer Teaching Fellow
- 1962 Summer Instructional Assistant
- 3160 Graduate Assistant
- 3080 Research Assistant
- 3081 Research Assistant/Tuition Eligible

TA, TF, and IA who worked during the Spring are eligible for insurance coverage during the Summer and have been placed on Summer Work Break on 6/1. If they have insurance, they will be pre-collected for the summer months on M0430XX and M0531XX paychecks. These paychecks will each have 2.5 times the standard insurance deductions to cover the three-month summer break. Please note that summer work break and pre-collection are automated by the Benefit Program = IN9, Employee Class = Grad Assts, and Officer Code = 9 pay 9.

**Graduate Assistants (GA), Research Assistants (RA), and Research Assistants-Tuition Eligible (RA-TE)** are 12-month employees and their assignments will continue unless terminated.

If a GA, RA, or RA-TE will not work during the summer and is expected to return in the Fall, they should be placed on a Leave of Absence/Education effective 6/1 and expected return date 9/1. To prevent loss of insurance eligibility, Leave of Absence/Education will allow eligibility for COBRA to continue insurance for the summer months. If they are terminated, insurance coverage will be terminated, and they will be required to wait 60 days for insurance coverage to begin after they return in the Fall.

If a GA, RA, or RA-TE is working for another department over the summer, they should be transferred to the new assignment to maintain their insurance coverage.

**Graduate students** who are not eligible for the above titles are to be paid an hourly rate and should be placed in the following job title on the next available record. This title is not eligible for insurance.

- 5050 Graduate Assistant/Non-Exempt

## **Spring Termination**

Graduating students are entitled to receive pay through the end of May. Graduating TA, TF, or IA are eligible to continue their insurance coverage through the summer, regardless of their graduation date. These students should have a termination effective 9/1, with the last date worked 5/31.

Graduating GA, RA, RA/TE should have a termination effective 6/1, with last date worked 5/31.

If a termination date falls outside of this standard practice, the department must upload a letter of justification with the ePAR.

## **International Students**

International students on a visa who are graduating must have the last day worked of the official closing of the Spring semester (or a date not to exceed the studies completion date listed in Section 5 on Form I-20).

- TA, TF, or IA should be terminated effective 9/1.
- GA, RA, or RA/TE should be terminated effective 6/1.

International students who have received CPT or Pre-Completion OPT may work until the last day of the official closing of the Spring semester (or a date not to exceed the studies completion date listed in Section 5 on Form I-20).

- TA, TF, or IA should be terminated effective 9/1.
- GA, RA, or RA/TE should be terminated effective 6/1.

International students with Post-Completion OPT can transfer into an appropriate job after graduation as long as the students have received a new EAD card. If the students have insurance coverage and are waiting on an EAD card, then place on unpaid leave status. Otherwise the students should be terminated.