

Job Title	Acronym	How are they paid?	FLSA Status	Separation Guidance for Domestic & International Employees Who Are <u>Not</u> Graduating	Separation Guidance for <u>Graduating</u> International Employees	Additional Notes – Misc.
Graduate or Doctoral Instructional Assistant	GIA/DIA	Paid by contract periods/ semester dates	Exempt	<ul style="list-style-type: none"> IA titles are entitled to be compensated through the end of their semester when they fulfill their semester IA duties. Their separations should be effective at the end of their semester end dates, 5/16 or 6/1 depending on their hire date. If the IA will be on LWOP for the summer and returning in the fall, no action is needed. They are permitted to be on LWOP for the summer months and will be returned from leave the following 9/1. 	<ul style="list-style-type: none"> Must be separated as of their last day worked prior to graduation, however, they are entitled to be paid through their semester end dates. HRIS will place a stipend on their record to pay the remainder of semester monies owed. Separation PCR reason code should be “No longer in school/graduated.” Must be noted in PCR comments that the international employee has graduated and fulfilled their semester duties 	<ul style="list-style-type: none"> An effective way to bypass the future dated LWOP hard stop on a PCR for an IA/TA is to date the separation 5/16 or 6/1, if their separation should be 5/15 or 5/31. This will bypass the LWOP hard stop and it is also the actual date we would need to use on the HRIS processing side. Please do not use this method if the employee is international and graduating – they should still be separated their last day worked prior to graduation.
Graduate or Doctoral Teaching Assistant	GTA/DTA	Paid by contract periods/ semester dates	Exempt	<ul style="list-style-type: none"> TA titles are entitled to be compensated through the end of their contract when they fulfill their semester contractual TA duties. Their separations should be effective at the end of their contract end dates, 5/16 or 6/1 depending on their hire date. If the TA will be on LWOP for the summer and returning in the fall, no action is needed. They are permitted to be on LWOP for the summer months and will be returned from leave the following 9/1. 	<ul style="list-style-type: none"> Must be separated as of their last day worked prior to graduation, however, they are entitled to be paid through their contract end dates. HRIS will place a stipend on their record to pay the remainder of semester monies owed. Separation PCR reason code should be “No longer in school/graduated.” Must be noted in PCR comments that the international employee has graduated and fulfilled their semester duties 	<ul style="list-style-type: none"> An effective way to bypass the future dated LWOP hard stop on a PCR for an IA/TA is to date the separation 5/16 or 6/1, if their separation should be 5/15 or 5/31. This will bypass the LWOP hard stop and it is also the actual date we would need to use on the HRIS processing side. Please do not use this method if the employee is international and graduating – they should still be separated their last day worked prior to graduation.
Graduate or Doctoral Research Assistant	GRA/DRA	Paid per day worked	Exempt	<ul style="list-style-type: none"> RAs are paid per day worked and should be separated their last day worked in a semester if they will not be on LWOP and returning the next fall. 	<ul style="list-style-type: none"> International RAs are not authorized to work/be paid past their graduation dates. They should be separated their last day worked prior to their date of graduation. 	<ul style="list-style-type: none"> In rare cases that graduating domestic RAs have outstanding grant work in May, the RA’s supervisor may allow the RA to work through the end of May on a grant-funded project. The PCR comments must include the justification of this need to work through the end of May and that the department wishes to pay them through the end of May for completing work on a grant-funded project. This is not allowable for international RAs.
Graduate or Doctoral Assistant - Non-Exempt	GA-NE/DA-NE	Paid per day worked	Non-Exempt	<ul style="list-style-type: none"> GA-NE/DA-NE are paid per day worked and should be separated their last day worked in a semester if they will not be on LWOP and returning the next fall. 	<ul style="list-style-type: none"> International GA-NE/DA-NEs are not authorized to work/be paid past their graduation dates. They should be separated their last day worked prior to their date of graduation. 	<ul style="list-style-type: none"> These jobs are non-exempt and therefore not eligible for stipends.