Guidance for Non-Graduating Graduate Student Employees:

- Non-graduating graduate student employees of all titles are eligible to work in their assistantships through the end of May at the department’s discretion.
- Instructional Assistants (GIA/DIA) and Teaching Assistants (GTA/DTA) are entitled to be paid through the end of May, while all other graduate employee titles should be separated on their last day worked in May.

Guidance for Graduating Graduate Employees:

- Graduating international graduate student employees must be separated on their graduation date and may not work past their graduation dates.
  - Graduating international Instructional Assistants (GIA/DIA) and Teaching Assistants (GTA/DTA) are entitled to be paid through the end of the Spring semester (5/31/24) that they graduate. They will be paid via a stipend payment processed internally by the HRIS team. They should still be separated as of their graduation date using separation reason code “No longer in school/graduated” and it should be noted in the PCR comments that they are graduating.
  - Graduating international graduate employees with titles other than IAs and TAs must be separated as of their graduation date and are not eligible to work or be paid past their graduation dates.
- Graduating domestic GA and DA Non-Exempt employees must be separated on the day they graduate. They are in non-exempt positions and are not eligible to work past graduation or be paid via stipend.
- Graduating domestic Research Assistants (GRA/DRA) should be separated on their last day worked in May/their graduation date if that is their last day worked.
  - In some cases, grant funded domestic GRA/DRAs have outstanding work to be completed. At the department’s discretion, they may work until the end of May after they graduate. They should still be separated as of their graduation date, but it must be noted in the PCR comments that they worked on a grant funded project through the end of May. If that note is present in the PCR comments, the HRIS Team will process a stipend payment to pay them through the end of May.

GRADUATE EMPLOYEES WORKING GRADUATE ASSISTANTSHIPS OVER THE SUMMER

- Please review the Summer Faculty & Graduate Student PCR User Guide for guidance on graduate employees continuing to work over the summer months. This guide and other resources can be found on the HRIS Team’s Training and Tutorials website.