

Graduate Assistant Summer Employment Scenarios

Graduate Assistant	Working as GA in Summer	Working as Biweekly in Summer	Spring position will resume in Fall **	Action Necessary	Additional Notes
Yes	Yes	No	Yes	If the Graduate Assistant will continue to work as normal in their GA position during the summer, no action is necessary as they will continue to be processed and paid on the monthly payroll.	
Yes	No	No	No	Submit a termination request via MSS to remove the Graduate student from their GA position.	If transferring to a different position, the new unit needs to create a position (if a vacant one is not available) and hire the Individual into this position.
Yes	No	No	Yes	If the Graduate Assistant does not already have a Short Work Break (SWB), a SWB needs to be requested* via the SWB/RWB Request form.	RWB should be dated in the appropriate returning semester (e.g., August for Fall Semester)
Yes	Yes	No	No	<p>If the Graduate Assistant will continue to work as a GA in a different unit and or a different GA position type the unit will need submit a OneUSG Connect HCM MSS Termination request to remove the Graduate student from their current GA position.</p> <p>The hiring unit needs to create a new GA position (if a vacant one is not available) and direct hire them into the position.</p>	<p>The individual needs to be hired into the new GA position.</p> <p>At the end of the summer appointment, the unit will need to submit a OneUSG Connect HCM MSS Termination request for the summer GA position.</p>

Graduate Assistant	Working as GA in Summer	Working as Biweekly in Summer	Spring position will resume in Fall **	Action Necessary	Additional Notes
Yes	No	Yes	Yes	<p>If the Graduate Assistant does not already have a Short Work Break (SWB), a SWB needs to be requested* via the SWB/RWB Request form.</p> <p>The hiring unit needs to create a biweekly position (if a vacant one is not available) and direct hire them into the position.</p>	At the end of the biweekly summer employment, the unit will need to submit a OneUSG Connect HCM MSS Termination request for the biweekly position.
Yes	No	Yes	No	Submit a OneUSG Connect HCM MSS Termination request to remove the Graduate student from their GA position.	<p>The hiring unit needs to create a biweekly position (if a vacant one is not available) and direct hire them into the position.</p> <p>At the end of the biweekly summer employment, the unit will need to submit a OneUSG Connect HCM MSS Termination request if that position will not continue into the fall.</p>

- * The SWB/RWB Request form is available at <https://uga.teamdynamix.com/TDClient/2060/Portal/Requests/ServiceDet?ID=36786>
- **If the Graduate Student is returning to a different GA position in Fall than they held in Spring, but within the same unit, the unit may decide to create a new position and direct hire the graduate into the new Graduate position OR the unit may choose to evaluate the Spring position to meet the needs for the Fall position. If the position changes exemption status (monthly to biweekly or vice versa), a reclassification is not a viable option and a different position must be used or created if it doesn't already exist.
- Changes in compensation for the Graduate Students should be processed through OneUSG Connect HCM MSS Adhoc Salary Request.
- Changes in Standard Hours/FTE for the Graduate Students should be processed through UGAJobs by Evaluating the position.