

PROCESS CHANGE NOTIFICATION

In keeping with our goal to simplify the steps necessary for the Graduate Assistantship Out-of-State Exemption, the process for eligible graduate assistants to receive this benefit has been completely automated.

Effective for the Fall 2023 term, individual student forms are no longer required.

What does automation mean to your department?

The current process requires the academic department to complete and submit a paper form, signed both by the student and the department head, to Student Business Services. This process has not only been cumbersome and time consuming, but it also brought significant issues each semester - ranging from numerous deadline exceptions to eligibility errors causing the exemption/waiver to be revoked. *Automation eliminates the paperwork, processing/tracking time and eligibility errors.* Because the department no longer is responsible for completing, signing, and tracking individual forms, we anticipate a significant reduction in the amount of time the department staff typically spend on this process.

What does my department need to do to request Graduate Assistant Out-of-State Exemptions ?

There is no need to submit requests – if the workflow for the PCR is **at least started**, it will be included in the eligibility review process that will run nightly. If the PCR has been started and the student meets all other eligibility requirements (listed below), the exemption will automatically be entered on the student's account overnight.

NEW PROCESS, EFFECTIVE FOR FALL 2023

01. The automated process opens and begins crediting eligible accounts with the first billing of each term. The process will close after census.

Term	Open Date	Close Date	Beginning Employment Date
Fall	August 1st	13th Class Day	On or before Process Close Date
Spring	December 1st	13th Class Day	On or before Process Close Date
Summer	May 1st	5th Class Day	On or before Process Close Date

02. The system will run the process nightly through census, automatically adding (or removing) the waiver to student accounts depending on eligibility.

ELIGIBILITY REQUIREMENTS

Graduate Student Assistantship Out-of-State Exemption

- a) In a teaching or research position relating to the student's degree program;
- b) Employed at least half-time (20 hours per week);
- c) Beginning employment date is on or before the 12th class day in fall/spring terms; 4th class day summer term; and an ending employment date no earlier than the last official class day (last day of finals); and
- d) Title must be one of the following:
 - Doctoral Teaching Assistant #9100
 - Doctoral Instructional Assistant #9101
 - Doctoral Research Assistant #9102
 - Doctoral Assistant #50026022
 - Graduate Teaching Assistant #9000
 - Graduate Instructional Assistant #9001
 - Graduate Research Assistant #9002
 - Graduate Assistant #50025749

QUESTIONS?
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