Instructions On
Transitioning Graduate Students between Academic Year and Summer Sessions

1. GTA During Academic Year – Not working during Summer - **NOT** Returning as a GTA in Fall
   a. Complete the online termination in HRMS to terminate their GTA position at the end of their appointment.

2. GTA During Academic Year – Not working at UND during Summer – Returning as a GTA in Fall
   a. Submit Job Data Change form to reduce compensation rate to zero.
   b. When returning to their GTA position in the same department: Submit a Job Data Change form increasing their compensation rate to the amount in their Graduate School assistantship offer. (When returning to a GTA position in another department: The original department completes the online termination in HRMS to terminate their GTA appointment at the end of summer. The new department completes the online Hire in HRMS to hire them into their GTA position at their new department).

3. GTA During Academic Year – Teaching Summer School – Returning as a GTA in Fall
   a. Submit Job Data Change form to reduce compensation rate to zero.
   b. Submit Additional Pay to compensate them for Summer School, per specifications of Summer Program and VPAA, based on the credits and classes being taught.
   c. When returning to their GTA position: Submit a Job Data Change form increasing their compensation rate to the amount in their Graduate School assistantship offer.

4. GTA During Academic Year – Teaching Summer School – **NOT** returning as a GTA in Fall
   a. Submit Job Data Change form to reduce compensation rate to zero.
   b. Submit Additional Pay to compensate them for Summer School, per specifications of Summer Program and VPAA, based on the credits and classes being taught.
   c. Complete the online termination HRMS to terminate their GTA position at the completion of summer school.

5. GTA During Academic Year – Working as a GRA or GSA in Summer - Returning as a GTA in Fall
   a. Submit a Job Data Change form to reduce compensation rate to zero.
   b. Verify student has signed their Assistantship Letter at the Graduate School prior to starting work.
   c. Complete the online Hire in HRMS to hire the employee into a GRA position or GSA position.
   d. When returning to their GTA position: Complete the online termination to terminate the GRA or GSA position and a Job Data Change form to increase their compensation rate of their GTA position to the amount in their Graduate School assistantship offer.
6. GTA During Academic Year – Working as an Institutional Student in Summer – Returning as a GTA in Fall
   a. Submit a Job Data Change form to reduce compensation rate to zero.
   b. Submit online hire as a rehire in an Institutional position on JobX. (Jobs are not required to be listed, and should not be listed online if hiring someone who has worked for you in any capacity during the previous two semesters).
   c. Complete the online Hire in HRMS to hire the employee into a student position for summer
   d. When returning to their GTA position: Complete the online termination in HRMS to terminate student position and a Job Data change form to increase their compensation rate of their GTA position to the amount in their Graduate School assistantship offer.

7. GTA During Academic Year – Working as a Work Study Student in Summer- Returning as GTA in Fall
   a. Submit a Job Data Change form to reduce compensation rate to
   b. Submit online hire as a rehire in a Federal Work Study position on JobX. (Jobs are not required to be listed, and should not be listed online if hiring someone who has worked for you in any capacity during the previous two semesters).
   c. Complete the online Hire in HRMS to hire the employee into a Work Study position for summer
   d. When returning to their GTA position: Complete the online termination in HRMS to terminate Work Study position and a Job Data change form to increase their compensation rate of their GTA position to the amount in their Graduate School assistantship offer.

8. GRA/GSA During Academic Year – Working as a GTA in Summer - Returning as a GRA/GSA in Fall
   a. Submit a Job Data Change form to reduce compensation rate to zero on their GRA/GSA position
   b. Verify student has signed their Assistantship letter at the Graduate School prior to starting work
   c. Complete the online Hire in HRMS to hire the employee into a GTA position using the compensation amount in their Graduate School assistantship offer.
   d. When returning to the GRA/GSA position: Complete the online termination in HRMS to terminate the GTA position and a Job Data Change form to increase their compensation rate of their GRA/GSA position to the amount in their Graduate School assistantship offer.

9. GRA/GSA During Academic Year – Teaching Summer School (Not enrolled as a GTA during Summer)- Returning as a GRA/GSA in Fall
   a. Submit a Job Data Change form to reduce compensation rate to zero on their GRA/GSA position
   b. Submit online hire as a rehire on JobX. (Jobs are not required to be listed, and should not be listed online if hiring someone who has worked for you in any capacity during the previous two semesters).
   c. Complete the online Hire in HRMS to hire the employee into a student position, using a compensation rate of $0 monthly
   d. Submit Additional Pay, on the student position, to compensate them for Summer School, per specifications of Summer Program and VPAA, based on the credits and classes being taught.
   e. When returning to the GRA/GSA position: Complete the online termination in HRMS to terminate the student position and a Job Data Change form to increase their compensation rate of their GRA/GSA position to the amount in their Graduate School assistantship offer.
10. GRA/GSA During Academic Year – Working as an Institutional Student in Summer – Returning as a GRA/GSA in Fall
   a. Submit a Job Data Change form to reduce compensation rate to zero on their GRA/GSA position
   b. Submit online hire as a rehire on JobX. (Jobs are not required to be listed, and should not be listed online if hiring someone who has worked for you in any capacity during the previous two semesters).
   c. Complete the online Hire in HRMS to hire the employee into a student position for summer
   d. When returning to GRA/GSA position: Complete the online termination in HRMS to terminate student position and a Job Data change form to increase their compensation rate of their GRA/GSA position to the amount in their Graduate School assistantship offer.

11. GRA/GSA During Academic Year – Working as a Work Study Student in Summer- Returning as GRA/GSA in Fall
   a. Submit a Job Data Change form to reduce compensation rate to zero on the GRA/GSA position
   b. Submit online hire as a rehire in a Federal Work Study position on JobX. (Jobs are not required to be listed, and should not be listed online if hiring someone who has worked for you in any capacity during the previous two semesters).
   c. Complete the online Hire in HRMS to hire the employee into a Work Study position for summer
   d. When returning to their GRA/GSA position: Complete the online termination in HRMS to terminate work study position and a Job Data change form to increase their compensation rate of their GRA/GSA position to the amount in their Graduate School assistantship offer.

12. GRA/GSA During Academic Year – Teaching Summer School (Not enrolled as a GTA during Summer)– NOT returning as a GRA/GSA in Fall
   a. Submit a Job Data Change form to reduce compensation rate to zero on GRA/GSA position
   b. Submit online hire as a rehire in an Institutional position on JobX. (Jobs are not required to be listed, and should not be listed online if hiring someone who has worked for you in any capacity during the previous two semesters).
   c. Complete the online Hire in HRMS to hire the employee into a student position, using a compensation rate of $0 monthly
   d. Submit Additional Pay, on the student position, to compensate them for Summer School, per specifications of Summer Program and VPAA, based on the credits and classes being taught.
   e. At the end of summer, complete the online termination in HRMS to terminate the student position and a Job Data Change form to terminate the GRA/GSA position.

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