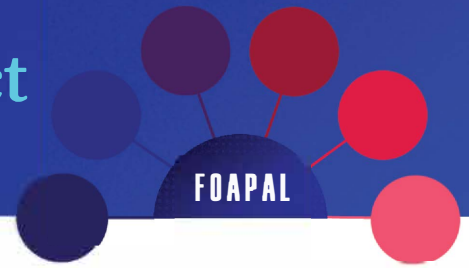


Graduate Assistant (GA) Contract



FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

Hiring Graduate Assistants.

Establishes:

- Tuition amount & source
- Salary/Stipend amount & source
- University/Lab fee amount & source

FOAPAL RELATED CHANGES

GA Contract Functions	FOAPAL Change
1. Student Information	GA Department Code/Org # Dropdown updated
2. Position Information	Supervisor's Dept/Org # Dropdown updated
3. Funding Information	Fund Number(s)/Index(es) Changed to FOAPAL Tables

STUDENT INFORMATION

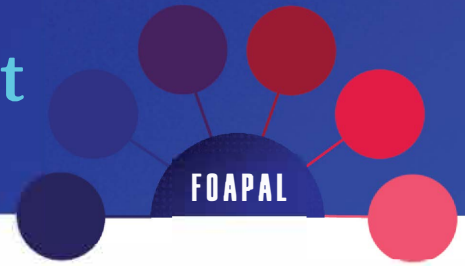
The drop-down menu "GA Department Code/Org #" has been changed in Section I: Student Information.

Figure 1: GA Contract (old), GA department code

Figure 2 (below) shows an updated drop-down list. Those with prefix "D" are UDRI's Organization codes. Those with prefix "F" are for the remainder of campus' new Organization codes.

Figure 2: GA Contract (new), GA department code

Graduate Assistant (GA) Contract



POSITION INFORMATION

The drop-down menu “Supervisor’s Dept/Org #” has been changed in Section II: Position Information.

The screenshot shows the 'II: POSITION INFORMATION' section of an old GA Contract form. The 'Supervisor's Dept/Org #' dropdown menu is circled in red and contains the following list of options:

- 1010 - Board of Trustees - President
- 1020 - President - President
- 1024 - Rector - President
- 1025 - Past President - Curran - President
- 1027 - Womens Center Operation - Assoc Provosts and Library
- 1028 - Associate Rector - Assoc Provosts and Library
- 1029 - General Counsel - President
- 1035 - Govt & Regional Relations - President

Figure 3: GA Contract (old), supervisor department code

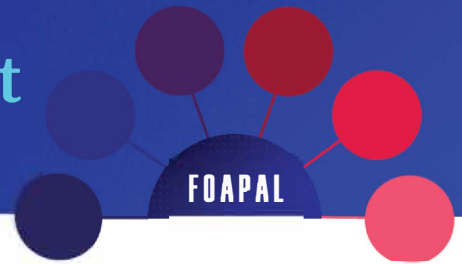
Figure 4 (below) shows an updated drop-down list. Those with prefix “D” are UDRI’s Organization codes. Those with prefix “F” are for the remainder of campus’ new organization codes.

The screenshot shows the 'II: POSITION INFORMATION' section of a new GA Contract form. The 'Supervisor's Dept Org #' dropdown menu is circled in red and contains the following list of options:

- D,4000 - UD Research Institute - UDRI - Controller
- D,4012 - RI-Office of the Director - UDRI - Office of the Director
- D,4030 - Technology Partnerships - VP for Research - Dir Technology Partnerships
- D,4031 - Technology Partnerships - VP for Research - Dir Technology Partnerships
- D,4050 - Contracts & Grants - VP for Research - AD Contracts & Grants
- D,4051 - Contracts & Grants-Adm - VP for Research - AD Contracts & Grants
- D,4070 - Research Accounting - UDRI - Controller
- D,4071 - Research Accounting - UDRI - Controller

Figure 4: GA Contract (new), supervisor department code

Graduate Assistant (GA) Contract



FUNDING INFORMATION

The “Fund Number(s)/Index(es)” tables have been altered and updated to allow for FOAPAL string input.

III: FUNDING INFORMATION

Dates of work for pay (mm/dd/yyyy) First Day: _____ Last Day: _____
 Pay Period Effective Dates (HR Use Only) _____ - _____
 Period of tuition reimbursement coverage: From: _____ To: _____
 Total Tuition Remission Hours: _____ Tuition Cost per Credit Hour: _____
 Total Salary Amount: _____ Semi-monthly Pay: _____

	Fund Number(s)/Index(es)					% or Amount per Fund				
Tuition	1	2	3	4	5	1	2	3	4	5
Salary	1	2	3	4	5	1	2	3	4	5
University/Lab Fees	1	2	3	4	5	1	2	3	4	5

IV: TERMS AND THE RESPONSIBLE CONDUCT OF RESEARCH

This is an appointment to perform half-time work (an average of 20 hours per week) related to instruction, research or administration, while also

Figure 5: GA Contract (old), funding information

Figure 6 (below) shows the new tables. Funding is divided into three “types”: tuition, stipend, and university/lab fees, each with its own table. Each table allows input of the entire FOAPAL string for up to four separate funding sources (rows). The final column in each table allows a user to input either a dollar-amount portion or percentage-part of the “Total Salary Amount” field.

III: FUNDING INFORMATION

Dates of work for pay (mm/dd/yyyy) First Day: _____ Last Day: _____
 Pay Period Effective Dates (HR Use Only) _____ - _____
 Period of tuition reimbursement coverage: From: _____ To: _____
 Total Tuition Remission Hours: _____ Tuition Cost per Credit Hr: _____
 Total Salary Amount: _____ Semi-monthly Pay: _____

TUITION							STIPEND						
Fund	Org.	Account	Program	Activity	Location	\$ or %	Fund	Org.	Account	Program	Activity	Location	\$ or %

UNIVERSITY/LAB FEES						
Fund	Org.	Account	Program	Activity	Location	\$ or %

IV: TERMS AND THE RESPONSIBLE CONDUCT OF RESEARCH

This contract is for half-time work (20 hours per week, average) related to teaching, research or administration, while also pursuing a graduate degree. GA's

Figure 6: GA Contract (new), funding information