

# **Workday GA Transactions Overview - Graduate Assistant Summer Compensation**

**April 1, 2024**

# Overview

---

**1** Allowance Plan vs. Continuation of Salary

**2** Summer Allowance Plans

**3** Continuation of Salary

# Summer Research Pay Dates

LOUISIANA STATE UNIVERSITY				
Graduate Assistant Summer Research Schedule				
2023				
Summer Research Pay Dates				
Payroll	Period	Payroll	Payroll	Payroll
Period Covered	Schedule Dates	Retro Processing Dates	Processing Dates	Payment Dates
May2023	05/15/2024-05/31/2024	05/21/2024	05/24/2024	05/31/2024
June2023	06/01/2024-06/30/2024	06/17/2024	06/21/2024	06/30/2024
July2023	07/01/2024-07/31/2024	07/23/2024	07/26/2024	07/31/2024
August2023	08/01/2024-08/14/2024	08/22/2024	08/27/2024	08/31/2024

- Summer research dates are updated each year
- Allowance plans are paid monthly and align with the professional/unclassified payroll calendar

# Graduate Assistant Summer Appointments

The following grid is provided as a guide for appointing Graduate Assistants during the summer. Graduate Assistants are those graduate students who have been given an assistantship. Graduate students without assistantships should be considered a student worker.

## 9 Month GA (August-May) & Fall only + Spring Only GA

Graduate student who had an assistantship and was a full-time graduate student in both the preceding fall and spring semesters

Status during the Summer	Summer Tuition Exemption	Summer Non-resident Exemption	Paid	Workday Classification
GA Enrolled part-time & not working	Yes	Yes	No	None
GA Enrolled part-time & working	Yes	Yes	Yes	GA Student Allowance or GA Instructional Allowance
GA Enrolled full-time & not working	Yes	Yes	No	None
GA Enrolled full-time & working	Yes	Yes	Yes	Continue GA Appointment for Summer
GA Not Enrolled & working	N/A	N/A	Yes	GA Student Allowance or GA Instructional Allowance

## Fall Only or Spring Only

Graduate student who had assistantship only in the fall or only in the spring but not both semesters

Status during the Summer	Summer Tuition Exemption	Summer Non-resident Exemption	Paid	Workday Classification
GA Enrolled part-time & not working	No	No	No	None
GA Enrolled part-time & working	No	No	Yes	GA Student Allowance or GA Instructional Allowance
GA Enrolled full-time & not working	No	No	No	None
GA Enrolled full-time & working	Yes	Yes	Yes	Continue GA Appointment for Summer
GA Not Enrolled & working	N/A	N/A	Yes	GA Student Allowance or GA Instructional Allowance

## Summer Entry

Graduate student who will be entering grad school during the summer or has been accepted to grad school and will begin full-time status in the fall

Status during the Summer	Summer Tuition Exemption	Summer Non-resident Exemption	Paid	Workday Classification
Enrolled part-time & not working	No	No	No	None
Enrolled part-time & working	No	No	Yes	Pay as a student worker
Enrolled full-time & not working	No	No	No	None
Enrolled full-time & working	Yes	Yes	Yes	GA Appointment beginning in Summer
**Not Enrolled & working	N/A	N/A	Yes	Pay as a student worker

\*\*Applies to two types of students:

1. Student graduated in May as an undergraduate from LSU and has already been accepted to LSU Graduate School and is enrolled full time in the fall semester.
2. Continuing graduate student who were enrolled full time in the spring semester and will be full time in the fall semester as well.

If a student enrolled in graduate school is granted an assistantship, the student will be moved to the Graduate Assistant employment type. If a graduate student is granted a position that is not considered to be an assistantship, the graduate student will remain in student employment.

Graduate Students who graduate and do not have plans to continue to another program at LSU and graduate students who are Degree Only are not eligible to be employed as a Graduate Assistant or Student Worker.



# Allowance Plan vs. Continuation of Salary

# Allowance Plan vs. Continuation of Salary

---

When should a Summer Allowance Plan be used?

If a Graduate Assistant is teaching or if they are performing non-teaching duties during the summer, and they **DO NOT** qualify to remain a Graduate Assistant per the Graduate School Policy.

*Please refer to the GA Summer Appointment Chart on slide 4 for further details.*

Request Compensation Change

Adjustment > Add/Remove Allowance Plan



# Summer Allowance Plans

# Summer Allowance Plans

---



Instructional Allowance

vs.



Student Allowance

**Both plans are considered taxable income.**



# Summer Allowance Plans

---

## Instructional Allowance



- Teaching during the summer
- Does not qualify to remain a GA per Grad School policy (not enrolled FT)
- Job profile should reflect appropriate Teaching Assistant profile

# Summer Allowance Plans

---

## Student Allowance



- Non-teaching duties during the summer
- Does not qualify to remain a GA per Grad School policy (not enrolled FT)

# Summer Allowance Plans

## Instructional Allowance Plan

- The dates of the GA Instructional Allowance Plan must follow the summer session dates.
- Dates are updated each year for the summer term.

Session	Dates
Summer 1	05/28/2024 - 07/02/2024
Summer 2	07/08/2024 - 08/13/2024
Summer Full	05/28/2024 - 08/13/2024



**Actual End Date must be listed to stop payment**

# Summer Allowance Plans

---

## Student Allowance Plan



Follow the dates work is  
performed, between  
5/15 – 8/14



**Actual End Date must be listed to stop payment**

# Summer Allowance Plans

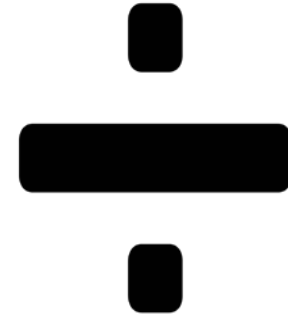
- Submit the allowance plans through a *Request Compensation Change > Add/Remove Allowance Plan*



**Monthly amount  
& frequency**



**No Proration** – the GA will receive the full monthly payment during each pay period that the date range falls within. The number of pay periods the dates cover will determine the number of payments and the monthly amount of the allowance



**Amount split evenly  
over pay periods**

# Summer Allowance Plans

Request  
Compensation  
Change



Add/Remove  
Allowance Plan

Allowance

Compensation Plan ↶ ✓

× Graduate Assistant Instruction Allowance ☰

**Amount \***

1,000.00

**Currency \***

× USD ☰

**Frequency \***

× Monthly ☰

∨ **Additional Details**

**Actual End Date**

06/29/2021 📅

# Summer Allowance Plans

---

Example:



A Graduate Assistant is teaching from 5/28/24 until 7/2/24 and is not eligible to remain a Graduate Assistant during the summer.

If the Graduate Assistant is earning **\$2,500** for teaching the course, how much will he earn **per month**?

# Summer Allowance Plans

---

Example:

**\$2,500/3 pay periods (May, June,  
July) = \$833.33 per month**

A Graduate Assistant is teaching from 5/28/24 until 7/2/24, and is not eligible to remain a Graduate Assistant during the summer.

If the Graduate Assistant is earning \$2,500 for teaching the course, how much will be earned per month?



# Continuation of Salary

# Continuation of Salary

---

**You should not use an allowance plan...**

- **For 12/12 Fiscal Graduate Assistants**
- **Graduate Assistants working over the summer who qualify to remain as such per the Graduate School policy**

# Continuation of Salary

---

## Teaching Duties...



**Follow summer school calendar**

**Job Profile: Ensure correct Teaching Assistant Profile  
(Change Job)**

- **The Job Profile can also be updated through a Change Job > Job Continuation if needed**

# Continuation of Salary

---

## Non-Teaching Duties...



Follow the dates work is performed



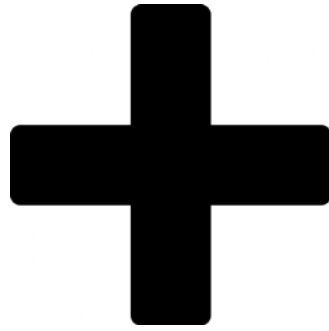
Actual End Date must be listed to stop payment

# Continuation of Salary

---



Yearly amount &  
frequency



Proration Occurs



Change Job



Job Continuation

# Continuation of Salary

---

Example:



A Graduate Assistant is performing research from 5/15/24 until 7/31/24 and is eligible to remain a Graduate Assistant during the summer.

If the Graduate Assistant is earning **\$4,000** for summer work, how much is earned in **May**?

# Continuation of Salary

Example:

$$\text{\$4,000} / 2.5 \text{ pay periods} = \text{\$1,600 per month}$$



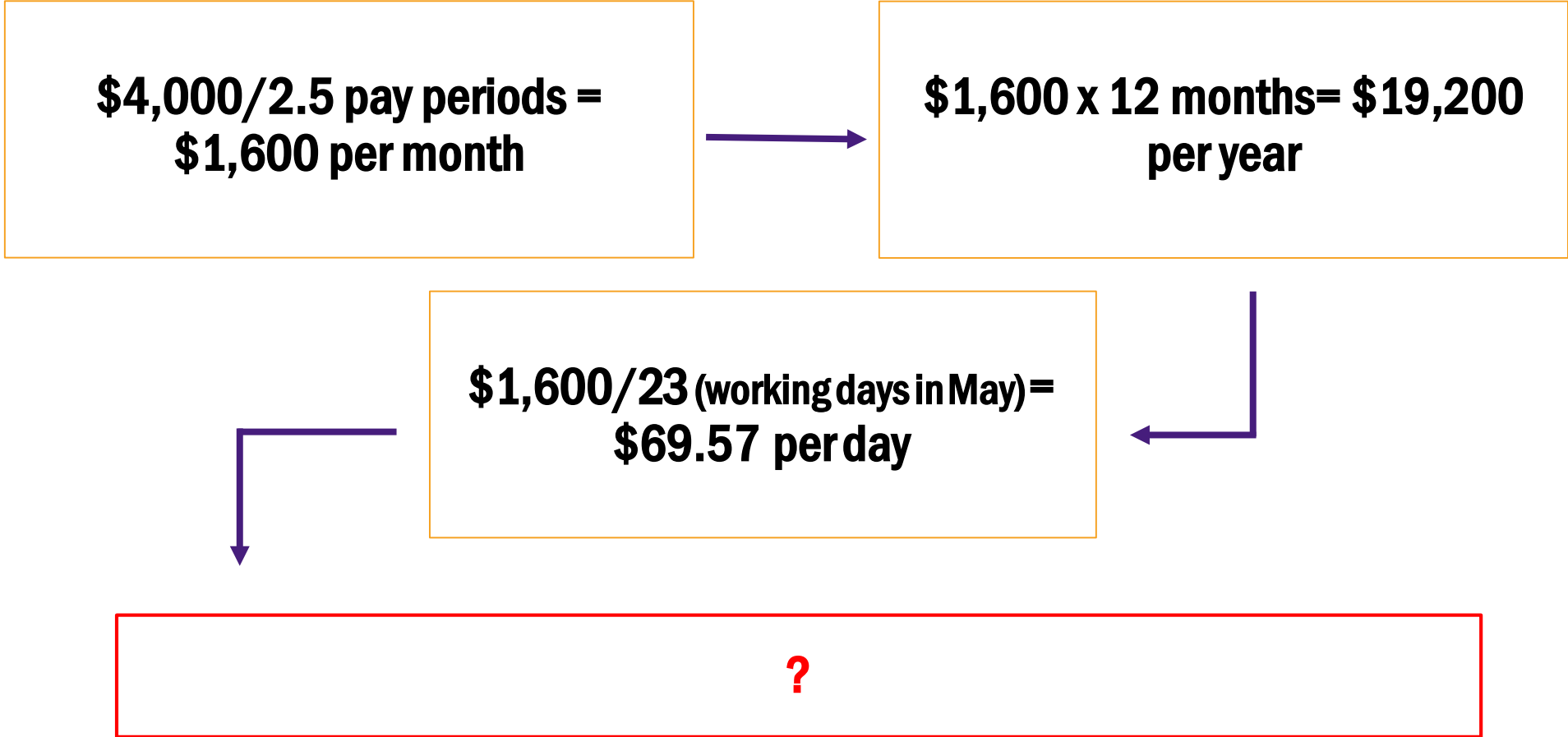
$$\text{\$1,600} \times 12 \text{ months} = \text{\$19,200 per year}$$

A Graduate Assistant is performing research from 5/15/24 until 7/31/24 and is eligible to remain a Graduate Assistant during the summer.

If the Graduate Assistant is earning **\\$4,000** for summer work, how much is earned in **May**?

# Continuation of Salary

Example:





# Continuation of Salary

Example:

$$\begin{aligned} \$4,000 / 2.5 \text{ pay periods} &= \\ \$1,600 \text{ per month} & \end{aligned}$$



$$\begin{aligned} \$1,600 \times 12 \text{ months} &= \$19,200 \\ \text{per year} & \end{aligned}$$

$$\begin{aligned} \$1,600 / 23 \text{ (working days in May)} &= \\ \$69.57 \text{ per day} & \end{aligned}$$



$$\$69.57 \times 13 \text{ (days worked in May)} = \underline{\underline{\$904.41}}$$

# Continuation of Salary

---



Proration causes slight overage in payment...

Example:

GA was to be paid \$4,000 for the summer:

$$\begin{array}{l} \$904.41 \text{ for May} \\ \$1,600 \text{ for June} \\ \$1,600 \text{ for July} \end{array} = \$4,104.41$$

Overpayment of \$104.41

# Continuation of Salary

Enter Effective Date



Reason: Job Continuation

**Start Details**

When do you want this change to take effect? \*

05/15/2021

Why are you making this change? \*

Job Continuation

Who will be the manager after this change?

Joyce E Whitfield (00005573) ...

Which team will this person be on after this change?

LSUAM FA - HRM - Comp - Operations (Joyce E Whitfield (00005573))

Where will this person be located after this change? \*

0110 Thomas D. Boyd Hall ...

# Continuation of Salary

- Update the End Employment Date
- AWP/DPP is 12 month for all GA's

**End Employment Date \***  
● 08/14/2021 was 05/14/2021

Assignment Type  
(empty)


Expected Assignment End Date  
(empty)

First Day of Work  
05/15/2021

Notify By  
05/15/2021

---

**Academic**

**Annual Work Period**   
Twelve Month August (August 1 - July 31)

Work Period Percent of Year  
100%

**Disbursement Plan Period \***  
Twelve Month August (August 1 - July 31)

# Continuation of Salary

- Enter annualized amount with annual frequency

Actual End Date must be listed to stop payment

**Amount \***  
19,200.00

**Currency \***  
x USD ...

**Frequency \***  
x Annual ...

∨ **Additional Details**

Expected End Date  
MM/DD/YYYY 📅

**Actual End Date**  
08/14/2021 📅



# Questions?

---

Please contact the Graduate School at [gradawards@lsu.edu](mailto:gradawards@lsu.edu).