Special Payroll -
Graduate Student Appointments

UConn HR – Special Payroll Team

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Graduate Student Special Payroll Overview

- Graduate students are governed by Article 34 of the GEU-UAW contract and may be appointed to extra-compensatory assignments that occur outside the normal academic year (i.e., Winter Intersession, May Term, Summer Sessions).
  - Graduate Students who do not have Graduate Assistantships during the academic year may be employed on special payroll during the Winter Intersession, May Term, and Summer Sessions if they are performing the duties related to the graduate titles.
  - Graduate students who complete their degree in May should not be hired under Graduate special payroll titles during summer sessions and, instead, should be hired under the general special payroll titles.
  - Any incoming graduate student who has not started their program cannot have a graduate title.

- Any work that is not teaching, conducting research, or similar/directly related work to the Graduate student's assistantship must go on **Student Labor** as it is not considered Bargaining Unit work.

- Hire requests can be entered in PageUp and additional information regarding titles can be found in the Special Payroll Manual

- Graduate Assistants can be on Special Payroll during **Fall/Spring semesters**, but as a rarity.

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Graduate Special Payroll Titles: Summer & Intersession

Graduate Special Payroll Lecturer

- Instructor of record teaching credit bearing courses

- Compensation is at the minimum per credit Adjunct Faculty rate

- Background check required
    - For May and Summer Courses

- Appointment dates for this title must correspond to the course semester dates

Effective August 23, 2020, per AAUP Contract article 19.7:

Credits	Stipend (Minimum)
1	$1,732.00
2	$3,464.00
3	$5,196.00
4	$6,928.00

*For non-credit courses, use Graduate Non Credit Special Payroll Lecturer (stipend)

Graduate Instructional Specialist

- Provides instructional or course support with related responsibilities and/or work under the supervision of an instructor for credit courses
    - Not the instructor of record.

- Compensation is at the minimum per credit Adjunct Faculty rate.
    - Select an FTE percentage equivalent with the nature of the duties performed (see grid)

- Background check required
    - For May and Summer Courses

- Appointment dates for this title must correspond to the course semester dates

GA FTE Percentage Equivalent	Credit Equivalent
100%	3
67%	2
33%	1

i.   1 Credit: This is the most common level and shall include basic support for a course, including, but not limited to, overseeing a single lab section, overseeing a single discussion section, acting as a grader for a course, or providing basic support to an online course.

ii.   2 Credit: This is a less common level and shall include support to a course which exceeds the basic level of support provided at the 1-credit level, including but not limited to, leading a lab section and grading writing for a Q/W course or providing support to an online course whose enrollment cap has been increased significantly from the standard summer class size.

iii. 3 Credit: This is the least common level and shall include support to a course which includes the full range of activities typical of and at the level of an IOR, including, but not limited to, providing support to an online course whose enrollment has been intentionally set at least 15 students higher than the standard summer class size.

GEU Contract – Article 34 Section 4b

*For non-credit course, use Graduate Non Credit Instructional Specialist (stipend)

Graduate Student Technician

- Temporary research work
  - Or, duties that do not fall under research, but are an extension of their Graduate Assistantship

- Stipend is calculated using dates of appointment, hours per week and prior semester GA compensation level.
  - To Calculate use: Special Grad Calculator

- Duration of the appointment term must be within 2 to 12 weeks

- Departments are encouraged, but not required, to appoint Grad Student Techs at the same percentage as their preceding GA appointment during the academic year.

Special Grad Calculator Example

Calculator

Results

Appointment Start Date	05/23/2021
Appointment End Date	08/22/2021
Weekly Hours	20
Semester Contractual Level	$1,246.85
Number of Pay Cycles	6.5
Adjusted Biweekly	$1,246.85
Stipend Amount	$8,104.53

reset

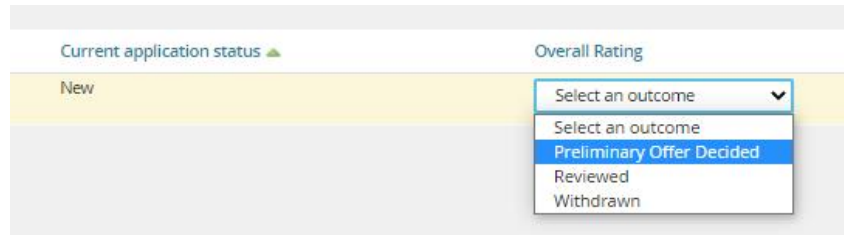# PageUp, Offer Letters & Forms

PageUp

- Login to [PageUp](#)

- For instructions on how to submit a request, please use:
  - [Special Payroll Technical Functional Guide.pdf](#)
  - Quick Step Guides on our [Website](#)

- Be sure to select the Graduate Special Payroll search for your department

Graduate Assistant in one of the graduate special payroll titles
- o Titles: Graduate Instructional Specialist, Graduate Student Technician, Graduate Special Payroll Lecturer, and Graduate Overload.
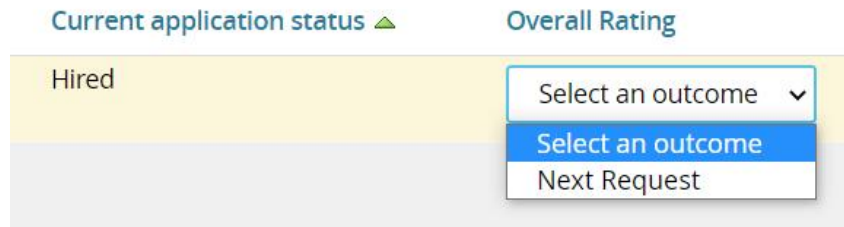- o Use the search called **DEPARTMENT Special Payroll Graduate**

PageUp

- For initial requests, locate the person you are submitting a request for and in the Overall Rating dropdown, select **Preliminary Offer Decided**.
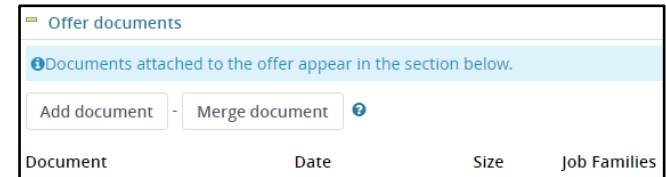

- For subsequent requests, locate the person you are submitting a request for and in the Overall Rating dropdown, select **Next Request**, even if it is a data change.

Offer Letters

- Offer Letters can be found within PageUp or on our [Website](#).
  - Graduate Special Payroll Lecturer: [Grad Lecturer.docx](#)
  - Graduate Instructional Specialist:
    - [Grad Instructional Specialist General Instructional Support.docx](#)
    - [Grad Instructional Specialist Lab Instruction.docx](#)
  - Graduate Student Technician: [Grad Technician.docx](#)

- In PageUp, offer Letters should be merged, downloaded, updated, and uploaded prior to submitting request
  - Do NOT rollover prior offer letters

Dual Employment Forms

- Dual Employment forms can be found on our [Website](#) or within PageUp.

- During Winter and May intersessions, a Dual Employment form is required if the graduate student holds a Research Graduate Assistantship.

- Dual Employment forms are required if the graduate has more than one paid, active record in Core-CT.

- Dual Employment forms are a Department of Administrative Services requirement.

- Dual Employment forms can be attached directly to a hire request in PageUp, or emailed to SPAR@uconn.edu.

- Departments should check for a Dual Employment flag on the graduate's PageUp applicant card.

Conflict of Interest

- Conflict of Interest forms can be found on our [Website](#) or within PageUp.

- According to UConn's [Policy on Employment and Contracting for Service of Relatives](#), when an applicant has a relative that works at UConn a completed Conflict of Interest form is required.
  - *Relative* is defined as: spouse, child, step-child, child's spouse, parent, brother, sister, brother-in-law, sister-in-law, dependent relative or a relative domiciled in the employee's household

- Conflict of Interest forms are required when a relative works at UConn Health.

- Conflict of Interest forms can be attached directly to a hire request in PageUp, or emailed to SPAR@uconn.edu.

- Departments should check for a Relative flag on the graduate's PageUp applicant card.

General Information

Graduate Overload

- Graduate Assistants can be on Special Payroll during **Fall/Spring semesters**, but as a **rarity**. To request a GA overload:
  1. GA must have a full-time grad assistantship (20 hours per week)
  2. Must receive approval from the Graduate School
  3. Must submit a completed Dual Employment form and confirmation letter with request
     a) Confirmation letters can be found on our [Website](#) or within PageUp

- Use the **Graduate Overload Teaching** or **Graduate Overload Research** payroll titles

- Both titles are compensated using a stipend. Stipend is calculated using dates of appointment, hours per week and prior semester GA compensation level.
  - To Calculate use: [Special Grad Calculator](#)

- Appointment dates must occur during the academic year
  - Graduate Overload Teaching should follow the semester dates noted in Payroll's Stipend Listings for the academic year, which can be found on the [Payroll Website](#)

Contact Information

- For more information regarding Special Payroll please refer to our **website**.

- For any inquiries, please refer to the table.

- To stay up to date with Special Payroll communications, join our ListServ: **SPECIAL_PAYROLL-L**
  - Please sign up by following the instructions on the Subscribing and Unsubscribing from a UConn Listserv webpage.

TOPIC	CONTACT
Special Payroll Policy (e.g. is this appointment appropriate for special payroll?)	**SPAR@uconn.edu**
Titles	**SPAR@uconn.edu**
Compensation	**SPAR@uconn.edu**
Appointment Dates	**SPAR@uconn.edu**
Conflict of Interest	**SPAR@uconn.edu**
Dual Employment Policy and Form (including record #'s to complete the dual employment form)	**SPAR@uconn.edu**
Navigating PageUp (including how to submit a request, workflow, big picture process)	**workforce@uconn.edu**
Applicant Assistance	**workforce@uconn.edu**
Cancel Request	**workforce@uconn.edu**
PageUp Export Questions	**workforce@uconn.edu**

Summer Session 2021 Dates and Deadlines

- PageUp and Payroll processing deadlines can be found on our [Website](#)

Session	Start Date	End Date	Due in PageUp with UH/VP Approval	To Receive PageUp Approval By	Due in SmartHR
May Term Non-Faculty	5/10/2021	6/1/2021	**3/5/2021**	4/8/2021	4/23/2021
Summer Session 1 Non-Faculty	6/1/2021	7/6/2021	**3/19/2021**	5/6/2021	5/17/2021
Alt Session 1 Non-Faculty	6/1/2021	7/12/2021	**3/19/2021**	5/6/2021	5/17/2021
Summer Session 2 Non-Faculty	7/12/2021	8/16/2021	**4/23/2021**	6/7/2021	6/28/2021
Alt Session 2 Non-Faculty	7/12/2021	8/23/2021	**4/23/2021**	6/7/2021	6/28/2021
SSP Non-Faculty	5/10/2021 (variable)	8/23/2021 (variable)	**3/5/2021 (variable)**	4/8/2021 (variable)	4/23/2021 (variable)

Upcoming:

PageUp Training Sessions

- Check our [Website](#) for upcoming PageUp training dates.
    - March 24, 2021 from 9am to 11am ([Register](#))
    - April 22, 2021 from 9am to 11am ([Register](#))

Special Payroll Virtual Training Modules (via Saba)

- Timeline TBD

Questions?

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