



**Illinois State University**  
Graduate Assistant Handbook

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## Welcome and Introduction

This handbook should provide you with answers to many of the commonly asked questions about graduate assistantships at Illinois State University. You will learn how to apply for an assistantship; whether you are eligible for an assistantship; the appointment and reappointment process; the financial and educational benefits of an assistantship; and the expectations and rights of a graduate assistant.

If you can't find the answer to your question in this handbook, please use the contact list at the end of this handbook to contact a staff member who can assist you. Many individual programs have their own handbooks to supplement the information contained here. You should check with your graduate coordinator if a program handbook is available.

University regulations and policies affecting graduate students are subject to changes and additions. Such changes and additions shall be officially announced and/or posted to the Graduate School website at <http://grad.illinoisstate.edu/>; this shall constitute actual notice to students. The changes and additions shall become effective and binding at the date of such posting or official announcement.

Illinois State University offers graduate assistantships as a means of financial support to complete graduate studies. Graduate assistantships are highly competitive and are intended to facilitate your progress to degree. Assistantship policies, regulations and procedures promote these academic objectives. Your satisfactory academic progress and time-to-degree are some of the important factors in your initial and continued eligibility for an assistantship.

A graduate assistant (GA) has work responsibilities and consequently must be eligible for employment at Illinois State University. First and foremost, a GA is a student and work assignments should generally complement or contribute to your academic objectives and should not inhibit your satisfactory academic performance or interfere with the timely completion of your degree.

If your progress to degree will suffer as a result of your work as a GA, then you shouldn't accept the graduate assistantship. Similarly, appointing units not in a position to contribute to the student's academic objectives shouldn't offer a graduate assistantship.

## Benefits of a Graduate Assistantship

Graduate assistantships at Illinois State University are highly competitive and sought after. As of the Fall 2021 semester, fewer than 40% of all Illinois State University graduate students held a graduate assistantship. Graduate assistants serve important roles at Illinois State University, such as mentoring undergraduate students, supporting faculty in their research, and providing customer service. In return, graduate assistants learn transferable and career specific skills, engage in professional development and networking, and partake in experiences that make them competitive in the job market.

During the term of their appointment period, all Illinois State University graduate assistants receive a compensation package that is competitive with the compensation at peer schools (similar size, programs offered, and grant-funded dollars obtained annually). This compensation package includes:

- a monthly stipend benchmarked with peer schools;
- a full fall and spring semester tuition waiver;
- a full summer tuition waiver for the summer after a fall or spring assistantship;
- a 10% credit of mandatory student fees up to 9 credit hours in the fall and spring semesters; and
- reimbursement of the student health insurance fee if enrolled in the plan.

Details regarding this compensation package can be found in the [GA Compensation Package](#) section of this Handbook.

In addition to this compensation package, graduate assistants have the opportunity to participate in the University's [403\(b\) Retirement Savings Plan](#). Other benefits vary by unit and the classification of the assistantship, such as access to services within the Center for Integrated Professional Learning; teacher training and orientation; and access to lab or studio resources.

Importantly, as an Illinois State University Graduate Assistant, you will also have the opportunity to:

- gain valuable professional experience working with other students, faculty, and staff;
- learn the professional culture, language, and ethics of your discipline;
- gain experience as a mentor and leader;
- learn to manage your time and assignments; and,
- make professional bonds that will serve you throughout your time in the program and often well beyond.

For many students, their time as a graduate assistant at Illinois State University ranks as the high point of their graduate experience!

# Responsibilities

## Responsibilities of the appointing unit

Appointing units are responsible for providing appropriate supervision, training, working conditions, stipends and sufficient resources for GAs to perform their assigned duties. Performance assessment is also an important part of the assistantship process and should be shared by the supervisor with the student.

## Responsibilities of a GA

As a GA, you are expected to perform your assigned duties in a satisfactory manner and to abide by all Graduate School, unit/department, and/or University policies.

### *Academic freedom and academic responsibility*

The policy and procedures articulated in [Policy 3.3.13](#) define your academic freedoms and academic responsibilities. Academic freedom is not unlimited. As a graduate student, your freedom to conduct research, to teach, and to express yourself creatively may be at tension with another student's freedom to learn or to form independent judgments. This tension forms an important dimension of the scholarly process and requires a constant examination of your rights and responsibilities.

### *Teaching responsibilities*

Graduate teaching assistants may be an instructor of record for a course or helping a faculty member in a course, both under the supervision of a faculty member. Instructors should organize and teach courses in a manner that is consistent with the intent of the course as described in the university catalog and provide a written syllabus that is closely followed for each course taught. Grades and evaluations of papers, projects, and examinations should be returned to the student for inspection and discussion in a timely manner. Final exams, term papers and other academic products should be returned to the student and/or retained for one term, permitting the opportunity for student review with the instructor if the student desires. It is expected that the instructor will collect sufficient data on the performance of students to justify the final grade. Graduate teaching assistants should speak with their supervisor and/or their departmental graduate coordinator regarding any additional specific expectations related to instruction.

### *Research integrity*

The source of funding for an assistantship may place restrictions on your access to as well as your right to use data collected during your assistantship. Every profession and discipline as well as the University has ethical guidelines and policies and procedures which address the ownership of data, including such things as authorship and data use. You should discuss these issues with your supervisor before you begin work.

Any research activities conducted by any student must meet ethical guidelines established by the federal government. This includes research with human subjects or animals. Federal and state regulations also guide health and safety for university research activities. Any questions about issues of potential misconduct in research should be directed to the [Research Ethics and Compliance Office](#).

### **Non-Discrimination and Anti-Harassment Policy**

The University will not practice discrimination against any employee, including graduate assistants, in a manner which would violate any applicable laws because of race (i.e. EEO Ethnicity and Race Categories), religion, color, national origin, sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking), sexual orientation, order of protection, gender identity and expression, ancestry, marital status, age, disability, pregnancy, genetic information, unfavorable military discharge, status as a veteran, arrest record status, or citizenship status. You should familiarize yourself with Illinois State's [Anti-harassment and Non-discrimination](#) policy. Complaints involving discrimination or sexual harassment shall be reported to and exclusively handled by the University's Office of Equal Opportunity and Access. For more information, contact the [Office of Equal Opportunity and Access](#).

### **Drug-Free Workplace**

Illinois State maintains a [Drug-free Workplace](#) policy. Please familiarize yourself with the policy before you begin any assistantship appointment.

### **Accommodations**

The University is committed to providing reasonable accommodations to ensure equal employment opportunities and access to University academic programs, services, and facilities in accordance with the requirements of the Americans with Disabilities Act of 1990 (ADA) as amended, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state regulations. The process for requesting an accommodation related to your GA appointment can be found at <http://policy.illinoisstate.edu/conduct/1-3-1.shtml>. For further information or to request an accommodation or a modification to an existing accommodation, please contact the following office.

#### **Office of Equal Opportunity and Access**

310 Hovey Hall, Campus Box 1280

Phone: 309-438-3383

The process for requesting an accommodation in your student role can be found at: <https://studentaccess.illinoisstate.edu/>. For further information or to request an accommodation or a modification to an existing accommodation, please contact the following office:

#### **Student Access and Accommodation Services**

350 Fell Hall, Campus Box 1290

309-438-5853

[ableisu@ilstu.edu](mailto:ableisu@ilstu.edu)

## Types of Assistantships

Each graduate assistantship is assigned both a *classification* and a *full-time equivalency* (FTE). [Human Resources](#), in consultation with the appointing department/unit, assigns the classification; the appointing department or unit, in consultation with Human Resources, assigns the FTE. The job duties determine the classification; the FTE is determined by the amount of time it should generally take to perform the duties assigned. GAs are usually engaged in professional activities. The nature of those activities, the output produced, and the results accomplished cannot be precisely standardized or measured in relation to a given period of time.

Actual job duties and assignments of specific graduate assistant positions vary between and within both GA classifications and hiring units. Actual job duties and assignments are also dependent upon factors such as student enrollment, unit needs, funding, and course registration. This information may not be known at the time an appointment offer is extended.

Your academic department/unit should be your primary source for information about an assistantship. Your graduate program coordinator can be of assistance to you regarding graduate assistantship opportunities.

Graduate assistantships are also available in ISU administrative units, such as athletics, student services, and various other ISU administrative offices. Search and apply for assistantships through the [online recruiting system](#). This system provides a central location to search for all open graduate assistantships.

### Classifications

The University offers three GA classifications:

- graduate teaching assistant
- graduate research assistant
- graduate pre-professional assistant

#### *Graduate Teaching Assistant (GTA)*

A Graduate Teaching Assistant's primary duties should be in support of instruction in a classroom or laboratory, including but not limited to responsibilities such as serving as a primary or secondary teaching instructor in a class or laboratory, assisting a faculty member with teaching-related tasks, grading student assignments which require knowledge of subjects taught in a class or laboratory, meeting with and/or tutoring students, holding office hours, preparing instructional materials, and assisting during class and/or lab, etc.

#### *Graduate Research Assistant (GRA)*

A Graduate Research Assistant is generally assigned to assist individual faculty members with their research. The nature of the assistance varies by discipline and can involve a variety of activities such as library work, proposal writing and publications, data gathering, data analysis, field work and/or studio work, etc.

#### *Graduate Pre-Professional Assistant (GPA)*

Graduate pre-Professional Assistantships are intended to provide valuable on campus



professional development for students working outside of the classroom and research arena. Graduate assistantships whose job assignments are closely aligned with their programs of study may be classified as Pre-Professional Assistants. In consultation with the hiring unit, the Office of Human Resources assigns a student to this classification after a potential candidate has been identified.

### **Full-time equivalency (FTE)**

A full-time equivalency is based on 40 hours of work per week being equal to 1.0 FTE. A graduate assistantship is assigned a full-time equivalency between .25 FTE and .70 FTE. For example, a GA with a .50 FTE assistantship should normally expect to devote on average about 20 hours per week throughout the assistantship period performing the assigned duties. GAs at other full-time equivalency levels would be expected to work a proportionally larger or smaller average amount; for example, students with a .25 FTE assistantship should normally expect to work about 10 hours per week; those with a .70 FTE assistantship should expect to work about 28 hours per week. Such hours of work are separate and distinct from the time required for a Graduate Assistant's own academic coursework.

A student will not be appointed to more than a .70 FTE assistantship or be assigned duties that will exceed 28 hours during any given week. Exceptions to these policies must be sought in writing from the Director of the Graduate School before any assignments. See the [other employment](#) section of this handbook for information on non-student related work. If you are an international student, the immigration regulations governing your status may place additional limits on the hours you are allowed to work. See the [international students](#) section of this handbook.

The time necessary to accomplish the assigned tasks will vary from person to person and from assignment to assignment. Deviations from the average can be expected as part of acquiring the skills of each student's profession, but the total assigned duties for the appointment period should not exceed the averages given above.

## Eligibility Criteria

Graduate assistantships are highly competitive, and you must meet minimum requirements for obtaining your first assistantship and for being appointed/reappointed to subsequent graduate assistantships. For example, having and maintaining a good graduate GPA, meeting language proficiency requirements, and making satisfactory progress to degree all play critical roles in holding an assistantship. As a GA, you are an employee of the University, but you are first and foremost a student, and a GA position should not interfere with your progress to degree. If you have any questions about your eligibility for an assistantship, talk with your graduate coordinator or visit the [Graduate School](#).

A GA must be eligible to perform the required duties of the position on the scheduled start date. If you fail to meet or maintain eligibility for a graduate assistant appointment, as determined by the Graduate School and/or academic program, your assistantship appointment will be canceled or terminated. Visiting or certificate-only students are not eligible for assistantships without the written approval of the Graduate School. University employees other than student employees are not eligible for assistantships.

### General eligibility criteria

To be eligible for an assistantship you must meet the following criteria:

- Be admitted unconditionally as a degree student into a graduate academic program with an official transcript verifying an undergraduate degree, or have a minimum of 120 undergraduate hours if in an integrated degree program;
- Have a minimum 2.8 GPA in the last 60 hours of undergraduate work if you have less than 9 hours of graduate credit; or have a minimum 3.0 cumulative graduate GPA if you have 9 or more hours of graduate credit; (Note: Graduate GPA includes *all graduate courses* you may have taken, including graduate courses taken as a visiting student at ISU or at other universities.);
- Be in good-standing within your program and the Graduate School;
- Be enrolled full-time during the entire appointment period for fall and/or spring appointments (Note: You must generally take at least 9 credit hours during the fall or spring semesters) or be enrolled in at least 3 credit hours during summer appointments. [Exceptions to Minimum Academic Load Eligibility Requirement](#) exist as outlined below.) Also see the [Summer Graduate Assistantships](#) section of this Handbook.
- Be available to perform work on campus and from Illinois for the duration of the appointment.
- Pathway students must have successfully completed the Pathway program to hold a graduate assistantship.
- If you are an international student, the immigration regulations governing your visa status may place limits on your employment eligibility. Also see the [International students](#) section of this Handbook.

### Language proficiency requirement

State law requires oral proficiency in the English language among all classroom instructors at public institutions of higher education in Illinois (110 ILCS 675/20-70). Procedures have been established

to address student concerns about faculty or teaching assistants who may not be communicating effectively through the use of oral English language, based on [Policy 3.2.18](#).

Students who submit a language proficiency score for admission and are considering a graduate teaching assistantship, must have a TOEFL/IELTS/Duolingo score prior to offer and either:

- have a currently valid minimum speaking score of 26 on the TOEFL iBT, overall IELTS score of 8, or minimum conversation score of 140 on the Duolingo English Test; or
- submit the results of a passing score on the Test of Spoken English (TSE) prior to arrival on campus.

### **I-9 verification**

A GA must also verify eligibility to work at Illinois State University by completing a Form I-9 within three days of the appointment start date. Domestic students may complete this form at their department/school or Human Resources and should contact their graduate coordinator for further instructions; international students complete this form in [Human Resources](#). F-1/J-1 students are not authorized to work beyond the program end date listed on their most recently issued I-20/DS-2019, respectively. F-1/J-1 students whose work authorization has changed because their I-20/DS-2019 document was either shortened or extended should bring the updated I-20/DS-2019 to HR in order to update their Form I-9.

### **International students**

If you are an international student, the immigration regulations governing your visa status may place limits on your employment eligibility and the total hours you are eligible to work on campus.

In general, individuals on student visas can work on campus no more than 20 hours per week in the Fall and Spring semesters. During the Summer semester, 28 hours per week may be allowed for on campus work. However, if Summer is your first or last semester of enrollment, you are limited to 20 hours per week for all on campus positions. The hourly equivalent based upon your FTE should be used to calculate your weekly hours even though the actual number of hours worked may vary. For example, a student visa holder with a .50 FTE Graduate Assistantship (equivalent to 20 hours per week) cannot accept any other on campus employment during the Fall and Spring semesters.

J-1 students sponsored by Illinois State University must have written authorization from ISSS before beginning a Graduate Assistantship. This authorization is granted for the specific contract period and must be granted for each new GA contract offer/reappointment prior to the start date. Any work off campus must be authorized by ISSS prior to beginning work for any student visa holders sponsored by Illinois State University.

The responsibility for knowing and following all applicable visa status rules/laws lies with the student, including not working over your limits in any given pay period. If you are not certain whether your visa status allows you to accept an assistantship, to work over 20 hours a week on campus, or to work additional hours, contact [International Student and Scholars Services \(ISSS\)](#)

immediately for clarification. The University does not have the authority to grant exceptions to visa status rules/laws. Before accepting any on campus position, please check with ISSS on your eligibility.

International students may be required to verify and document sufficient funding for educational and living expenses. Graduate assistantship offers can be used as a source of funding.

Federal tax law contains special income tax withholding and reporting rules and restrictions unique to individuals present in the U.S. on a visa status. To comply with these rules, individuals present in the U.S. on a visa should schedule a meeting with the International Tax Specialist, College Place Uptown, Suite E, 309-438-7677; [TaxSpecialist\\_ColleaguePayroll@ilstu.edu](mailto:TaxSpecialist_ColleaguePayroll@ilstu.edu).

### **Professional practice**

As a graduate assistant, you cannot be enrolled in a professional practice (e.g., 400, 498) for course credit for any work performed in a graduate assistantship role.

The total paid graduate assistant hours and non – paid professional practice hours cannot exceed 40 hours per week.

## Appointments

Employment is only for the designated appointment period (the dates specified in an appointment offer letter). The appointment period identified in the offer letter is intended to include the dates of any mandatory meeting(s), including those that precede the start of a semester; the appointment period may or may not include the dates of any non-mandatory meeting(s).

Each GA appointment should be 10 months or less. A fall or spring appointment of less than 12 weeks requires exceptional circumstances and must be approved by the Graduate School in advance of the offer. Summer appointments should be separate from fall/spring appointments.

### Acceptance of an appointment offer

A graduate student who wishes to accept a graduate assistant appointment offer must notify both the hiring unit and Human Resources as outlined in the offer letter.

Appointment offers are contingent upon the conditions of the offer established by the University. If you accept an offer and meet the conditions of the offer, but prior to the appointment start date you no longer meet the conditions or the University determines the appointment is no longer available for any other reason:

- The University will notify you that the appointment is no longer available and provide the reason(s) why; and
- If the reason is not based on you not meeting a condition of the offer, the University will attempt to identify a different position you are qualified to perform. This is not a guarantee of employment.

In 1965, the Council of Graduate Schools approved the following [resolution](#) regarding offers of financial assistance such as graduate assistantships and tuition waivers. The resolution places certain responsibilities on both the student and the institution. The ISU Graduate School endorses this resolution.

*“Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.*

*Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of the Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.”*

Address questions regarding this resolution to the [Graduate School](#).

**Reappointment**

Each graduate assistant appointment ceases at the end of the designated appointment period. Graduate assistants may be reappointed to the same department/school or hired in a different hiring unit, based on the University’s sole determination. You must meet all the eligibility criteria listed in the “General Eligibility” section of this Handbook to be eligible for reappointment.

## **Schedule and Hours of Work**

Your GA appointment will ordinarily follow either the academic calendar or the administrative calendar. On the academic calendar, a GA normally works when classes are in session; this includes finals week. On the administrative calendar, a GA is normally expected to work any weekdays the university is open and possibly weekends, and holidays. For example, a GA who cares for lab animals may follow the administrative calendar.

Your appointing unit will assign and notify you of work hours, practices for time-off, absences, etc. You should discuss your class schedule with your appointing unit.

As noted in the [Full-time equivalency](#) (FTE) section of this handbook, a student will not be appointed to more than a .70 FTE assistantship or be assigned duties that will exceed 28 hours during any given week and, if you are an international student, rules/laws may place additional limits on the hours you are allowed to work. The time necessary to accomplish the assigned tasks will vary from person to person and from assignment to assignment. Deviations from the average can be expected as part of acquiring the skills of each student's profession, but the total assigned duties for the appointment period should not exceed the averages given above.

### **Dispute resolution process**

Graduate Assistants that have concerns about their employment, such as job expectations, hours, and performance, should contact their supervisor immediately. If concerns remain, the Director of the Graduate School may be contacted to help resolve the conflict.



## Other Employment

If you have a graduate assistantship for less than .70 FTE, you may be able to accept limited on campus employment in addition to your assistantship under the following conditions:

- F-1/J-1 students: your total employment on campus does not exceed a total of 20 hours of work per week during the fall and spring semesters or 28 hours during the summer semester (20 hours per week in the summer if it is your first or last semester,)
- Domestic students: your total employment on campus does not exceed a total of 28 hours of work per week during any semester

An example for fall and spring semesters would be a graduate assistant with a .25 FTE assistantship (for which you are expected to work 10 hours per week), may accept a second .25 FTE assistantship or some other form of work on campus, so long as the total hours worked in all on campus jobs does not exceed 28 hours per week. The Graduate School and Human Resources must approve any exceptions to this policy in writing *before* you work any extra hours. Working on campus outside of your assistantship and in excess of the limits above without prior approval from the Graduate School and Human Resources is a violation of assistantship policy and may be cause for termination.

If you hold multiple positions on campus, it is highly recommended that you communicate your work hour limits with all of your supervisors to help prevent going over these cumulative limits.

International GAs should contact [International Student and Scholars Services \(ISSS\)](#) for any additional restrictions on employment related to visa status.

It is important to not let your employment in any position interfere with the completion of your degree. While the University does not monitor employment of GAs off campus, all GAs are responsible for ensuring they comply with any legal limitations on where and the number of hours they may work. Employment outside of your graduate assistantship should not interfere with their obligation to satisfactorily perform all of the terms and conditions of your graduate assistant position.

## Summer Graduate Assistantships

To be eligible for a graduate assistantship over the summer, you must:

- be admitted to the Graduate School at ISU for the summer term in a degree seeking program or an active student within an ISU degree seeking program for one academic semester (Fall or Spring term).
- meet all eligibility requirements to hold a graduate assistantship, including enrollment in a minimum of 3 credit hours/maximum of 12 credit hours of graduate coursework;
- have submitted to Human Resources all completed assistantship paperwork; and
- not have graduated from the graduate program.

If you are not eligible for a summer graduate assistantship, you may be eligible to be hired as a student employee.

### Summer tuition waivers

If you hold a summer graduate assistantship, you are eligible for a tuition waiver for that summer up to 12 hours. If you do not hold a summer graduate assistantship, you may still qualify for a summer tuition waiver under the following circumstances listed below.

#### *Summer after tuition waivers*

If you hold an assistantship in the fall or spring, you are eligible for a tuition waiver during the summer after the assistantship. You receive a “summer-after” tuition waiver for up to 12 credit hours as long as you have not yet graduated; and are in good standing for the summer term.

A summer stipend does not accompany the “summer-after” tuition waiver unless you also hold a graduate assistantship during the summer term.

#### *Summer before tuition waivers*

Instead of a “summer-after” tuition waiver, a department/school may request that you receive a tuition waiver of up to 12 credit hours during the summer *before* a fall assistantship. In order to be eligible for a “summer- before” tuition waiver, you must satisfy the following:

#### Eligibility

- be admitted to the ISU Graduate School for the summer term in a degree seeking program.
- be enrolled in at least one summer course,
  - F1/J-1 students need to be enrolled for at least 6 hours if this is the first or last semester of enrollment unless a Reduced Course Load Request is approved by International Student and Scholar Services.
- meet all [eligibility criteria](#) to hold a graduate assistantship, including Fall pre-registration for at least 9 credit hours of graduate coursework; and
- have completed and submitted to Human Resources all assistantship paperwork

#### Implications

- if a summer before tuition waiver is used and you resign or are separated prior to the 4<sup>th</sup> Wednesday of October, 100% of summer tuition must be repaid.
- A summer after tuition waiver is not available even if you are appointed as a GA this Fall and/or next Spring. To request a “summer before” tuition waiver the student must send

an e-mail with the text below to their department graduate coordinator, Human Resources and the Graduate School before the end of the second week of the class for which you seek the tuition waiver:

Student's Name: \_\_\_\_\_ UID: \_\_\_\_\_  
GA Classification (Teaching, Research, etc) \_\_\_\_\_  
Begin date of Fall GA appointment: \_\_\_\_\_  
End Date of GA appointment: \_\_\_\_\_  
Last 60 hours GPA (incoming student) or Cumulative Graduate GPA  
(returning student): \_\_\_\_\_

I, (student name), would like to request a “summer-before” tuition waiver for summer of 20XX. I certify I meet all the following requirements:

- I am admitted to a degree-seeking graduate program starting this summer.
- I am enrolled in at least one course, but no more than 12 credit hours.
- If applicable, I am enrolled in at least 6 hours as a F-1/J-1 student in my first or last semester or have been approved for a Reduced Course Load by ISSS.
- I am registered for at least 9 hours of fall coursework at the graduate level.
- I have completed and submitted all assistantship paperwork to Human Resources.

I understand the following implications of using a summer before waiver:

- If I use a summer before tuition waiver and I resign or am separated prior to the 4<sup>th</sup> Wednesday of October, I must repay 100% of summer tuition.
- I will not be able to use a summer after tuition waiver even if I am appointed as a GA this Fall and/or next Spring.

## **Exceptions to Minimum Academic Load Eligibility Requirement**

If you wish to hold an assistantship while enrolling in less than 9 hours in a fall or spring semester, or less than 3 hours in summer, you must apply in writing to the Graduate School for an exception to minimum registration requirements. During your time as a GA at ISU, you may be granted no more than one of the three exceptions listed below.

### *Exception for Last Semesters if Not completing a thesis/dissertation.*

A student not completing a thesis or dissertation can apply for an exception in their last semester. To be eligible for this exception the student must have filed for graduation and need less than 9 credit hours to complete their course of study. To request this exception, ask your graduate coordinator to complete and approve the [Graduate Assistant Reduced Course Load Request Form](#). If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

### *Exception for Last Two Semesters Completing a Thesis/Dissertation*

A student completing a thesis or dissertation can apply for an exception in their last two semesters. To be eligible for this exception the student must have completed all their master's or doctoral course work including the required thesis (4-6) or dissertation (15) hours.) To request this exception, ask your graduate coordinator to complete and approve the [Graduate Assistant Reduced Course Load Request Form](#). If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility. If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

### *Exception for less than full-time enrollment*

A student can apply for an exception if the student wishes to accommodate a preference for part-time enrollment, in anticipation of especially demanding courses, for shortage of sufficient course offerings in a given semester, or for scheduling of other employment. These requests are very rarely granted. To request this exception, ask your graduate coordinator to complete and approve the [Graduate Assistant Reduced Course Load Request Form](#). If your appointment comes from outside of your department/school, ask your appointing unit to complete the form and have them forward it to your academic department/school for approval and signature. Once complete, the department/school will forward the form to the Graduate School for review. You and your department/school will receive written notification of the outcome from the Graduate School after determining eligibility.

### **PERS 938 [Graduate Assistant Reduced Course Load Request Form](#)**

The Payroll Office requires form PERS 938 for those student employees who are in their last

semester of classes in order to properly apply the student FICA exemption to their paychecks for the term. If the form is not received by the HR cutoff date, then the student employee may have FICA taxes withheld from their paychecks. The employee does not have use of these funds until it is identified and refunded on the next payroll. HR & Payroll have established the following deadlines for the PERS form: Summer: 4/25; Fall: 7/25; Spring: 12/14. **Tax withholding caused by late form submissions will not be reimbursed to the student.**

Note: Students not registered for 9 hours will **not** be automatically assessed ISU insurance fees. See the [Student Health Insurance](#) section of this handbook for more information. Late forms may preclude students from purchasing their own ISU insurance due to the deadlines.

If you are an international student, ISSS must approve your Reduced Course Load Request form before it will be processed.

## Resignation and Termination

Resignation or termination from your assistantship may have [tuition waiver](#), [enrollment](#), [taxes](#), and [visa](#) consequences, including but not limited to loss of all or part of your [tuition waiver](#). Hiring units need to inform the [Graduate School](#) and [Human Resources](#) by email within 24 hours of any resignation or termination so the relevant offices can be informed.

### *Resignation*

If you need to resign your GA appointment, the resignation should be in writing or e-mail to the responsible administrator in your appointing unit indicating your last day of work. It is customary to provide as much notice as possible, but no less than two weeks, if you cannot fulfill your assistantship.

### *Termination*

Dismissal from your academic program, for any reason, will make you ineligible to hold a graduate assistantship and your appointment will be terminated. Your appointing unit, in coordination with the Graduate School, may terminate your assistantship for any one of the following reasons related to your role as a student:

1. failure to remain in good standing;
2. failure to maintain enrollment in 9 credit hours of course work for each fall or spring semester, or 3 hours for summer, while on an assistantship unless an exception to the minimum academic load has been approved (See the section on Exceptions to Academic Load, above);
3. default on a student loan which has not been cleared within 6 months of the date the GA appointment begins;
4. failure to make satisfactory progress towards degree completion in a timely fashion; or
5. failure to uphold Graduate School, unit/department, and/or University policies as it pertains to your role as a student, including, but not limited to, policies on academic integrity in your own academic work.

Termination for any reason related to your role as a student other than those listed above can only be carried out with the approval of the Graduate School; furthermore, the student must be afforded due process.

If you are terminated for any reason related to your role as a student, you will be provided with a reason in writing and you will be provided an opportunity to respond before the termination becomes final.

Your appointing unit, after consultation with [Labor Relations](#) in Human Resources, may take disciplinary action, up to and including termination of your assistantship, due to conduct or work performance issues. Conduct and work performance issues include but are not limited to:

1. failure to uphold Graduate School, unit/department, and/or University policies as it pertains to your graduate assistant role, including, but not limited to, policies on academic integrity;
2. failure to meet the performance criteria expected by the unit providing the assistantship;
3. failure or refusal to perform assigned duties or attend mandatory meetings;
4. violation of any Federal or State law or regulation in the performance of your duties

- or that has a negative impact on the University; or
5. engagement in any other misconduct in the performance of University duties or academic activities.

Discipline due to conduct or work performance issues in your graduate assistant role may result from an accumulation of infractions as well as from a single infraction. Formal disciplinary actions include a written warning and dismissal; the University reserves the right to skip the written warning step based upon the severity of the infraction.

Prior to making a determination to discipline a graduate assistant due to conduct or work performance issues in their graduate assistant role, the hiring unit supervisor or designee will hold an investigatory meeting with the graduate assistant. The graduate assistant will be given advanced notice of the meeting.

## GA Compensation Package

All Illinois State University graduate assistants receive a compensation package that is competitive to peer schools. This compensation package includes a stipend, a tuition waiver, a partial student fee credit, and reimbursement of the student health insurance fee (if enrolled).

### Stipends

All GAs are paid a monthly stipend. The monthly stipend for an assistantship varies and depends upon classification (e.g., GRA, GTA, GPA), the assistantship's FTE (generally from .25 FTE to .70 FTE), the source of the funding (e.g., general revenue, external grants), your program degree-level (e.g., masters, doctoral), your department, and the nature of the assignment. Precise monthly stipends vary by posting. Your stipend amount is detailed on your offer letter.

Departments should work with their Employment Consultant in HR to verify correct rates before offering the position or issuing an offer letter.

The University has established minimum monthly stipends for all GAs. Individual Schools/Departments may choose to pay monthly stipends that exceed these stipends. The table below lists the minimum monthly stipend for a .50 FTE (20 hours/week)\*.

Degree Level	FTE	Hours Generally Worked/Week	Minimum Monthly Stipend Effective 8/1/2022
Master's	.50	20	\$1300
Doctoral	.50	20	\$1400

\* The minimum monthly stipend and the hours generally worked for FTEs other than .50 (e.g., .40 FTE, .70 FTE, etc.) are proportionate to those shown for the .50 FTE above.

The calculation for the proportionate minimum stipend is (the .50FTE minimum stipend) \* (2) \* (the FTE of the GA), rounded to the next highest dollar. For example, a master level student working .33 FTE would need a minimum stipend of  $(\$1,300 * 2 * .33 \text{ FTE} = \$858)$ . Another example, a doctoral level student working .60 FTE would need a minimum stipend of  $(\$1,400 * 2 * .60 \text{ FTE} = \$1,680)$ .

The calculation for the proportionate Hours Generally Worked per Week is (the .50 FTE Hours Generally Worked) \* (2) \* (the FTE of the GA). For example, a student working .60 FTE would have an Hours Generally Worked per Week of  $(20 \text{ hours} * 2 * .60 \text{ FTE} = 24 \text{ hours})$ .

### Fall 2022 Stipend Increase:

*The stipend increase for a returning GA to the same department, with the same classification, will receive the new minimum or a 2% raise, whichever is higher.*

- The new (August 1, 2022) minimums will be applied to monthly stipends, effective August 1, 2022 or the beginning of the GA's Fall 2022 appointment, whichever is later.
- Any returning GA (i.e., a GA with a GA appointment in spring 2022 who has a GA appointment in the same department during the fall 2022 semester) who does not receive an



increase of at least 2% as a result of the changes in minimum stipends will receive a 2% increase to their stipend instead of the applicable new minimum rate, effective August 1, 2022 or the beginning of the GA's Fall 2022 appointment, whichever is later.

### **Graduate additional pay**

You may be employed for more than the maximum number of hours allowed by your appointment only in case of an exceptional, temporary, or one-time circumstance. Your employing unit must request the graduate additional pay and receive approval before you may work the additional hours. In order to receive graduate additional pay, you must meet all of the following conditions:

- you agree to the assignment
- you are in good standing
- you are legally eligible to work the proposed additional hours;
- your graduate coordinator approves the additional assignment;
- your total university employment from all sources, including the proposed additional assignment, does not exceed 28 hours during any week.

In an emergency situation, the Graduate School may exempt a unit from the last of these requirements. Units should be aware that approvals for such exceptions are limited to extraordinary emergencies. No such emergency assignment may be made or work begun unless and until the exception has been approved by both the Graduate School and Human Resources.

Note: If you are an international student, the rules/laws for your visa status may place limits on your employment eligibility and the total hours you are eligible to work. Before performing any additional work, please check with ISSS on your eligibility.

### **Tuition waiver**

Illinois State University provides all Graduate Assistants, regardless of FTE, with a full tuition waiver, in accordance with [Policy 3.7.1](#). A tuition waiver provides significant financial assistance, often allowing a student to borrow little to no loans; reducing debt after program completion. Due to the impact of this benefit, graduate assistants need to remain employed during the semester or risk a [loss of tuition waiver and partial mandatory student fee credit](#). There are also [payroll and tax implications](#) that may impact you receiving a tuition waiver. Graduate assistants also have the opportunity to receive a tuition waiver if taking classes in the summer term.

Per [Policy 2.1.17](#), graduate assistants are treated as Illinois residents. This means tuition is charged and waived at in-state rates. Once an out-of-state student is no longer a graduate assistant, unless they meet other residency requirements, they will be charged at out-of-state tuition rates.

### **Partial mandatory student fee credit**

Illinois State University provides all Graduate Assistants, regardless of FTE, with a partial student

fee credit equal to 10% of the per credit hour mandatory student fees (as determined by the Board of Trustees) actually charged to the GA, up to a maximum of 9 credit hours for the fall semester and 9 credit hours for the spring semester. This student fee credit is applied towards each individual mandatory student fee, in the amount of 10% per hour up to the maximum of 9 hours for that particular fee. You can find a detailed description of mandatory student fees at: <http://studentaccounts.illinoisstate.edu/tuition/graduate.php>.

### **Loss of tuition waiver and partial mandatory student fee credit**

If you resign or are terminated from your assistantship before completing the full term of your appointment, you may lose the corresponding tuition waiver and partial mandatory student fee credit benefits.

- if you resign or your appointment is terminated on or before the 4<sup>th</sup> Wednesday of October (fall semester) or the 4<sup>th</sup> Wednesday of March (spring semester), you must repay 100% of the partial mandatory student fee credit and 100% of the appropriate tuition at the in-state rate;
- if you resign or your appointment is terminated after the 4<sup>th</sup> Wednesday of October or the 4<sup>th</sup> Wednesday of March you are allowed to keep your partial mandatory student fee credit and tuition waiver.
- Note: any subsequent semesters without an assistantship will be charged at rates based on residency status.

### **Student health insurance fee reimbursement**

The University will reimburse you the amount of the student health insurance fee you have paid during a fall or spring semester (you are not reimbursed this fee for any summer appointment), minus any applicable taxes, if you meet the following criteria:

- have held a GA appointment of .25FTE or higher during the semester of reimbursement;
- have paid the student health insurance fee;
- have remained covered under the student health insurance plan on the date of reimbursement (typically during the final month of each semester); and
- are employed in the GA role on the date of reimbursement.

The fee is automatically reimbursed to all eligible graduate assistants through their paychecks, typically during the final two months of each semester.

For additional information regarding the Student Health Insurance Plan, see the [Student Health Insurance](#) section of this Handbook.

If you are withdrawing from the University, please refer to the withdrawal schedule on the [Student Accounts](#) website regarding adjustment to your tuition and fee charges.

## Student Health Insurance

In your separate role as a student, you are eligible both to access Student Health Services and for coverage under the University's Student Health Insurance Plan.

You are required to have health insurance coverage in effect during your entire appointment, either by way of private coverage or through the University's [Student Health Insurance](#) plan. For further information about coverage, enrollment, and cost, visit the [Student Health Insurance](#) office.

The Director of the Graduate School sits on the Request for Proposal (RFP) committee to review bids for student health insurance plans. Comments and concerns about the insurance coverage can be shared with the Director to bring to the committee during the RFP process.

### Student health insurance fee and enrollment

#### *Automatic coverage*

A student health insurance fee is automatically assessed on all graduate students registered for 9 or more credit hours by the 15<sup>th</sup> calendar day of the fall and spring semesters or registered for 6 or more credit hours by the 8<sup>th</sup> calendar day of the first summer session. By paying this fee, you are purchasing coverage under the University's student health insurance plan. You can find the amount of the current student health insurance fee at [Student Accounts](#). The charge will appear on your tuition/fee bill under General Fees as Student Insurance on your [MyIllinoisState](#) account.

You may be eligible for reimbursement of the Student Health Insurance Fee. See the [GA Compensation Package](#) section of this Handbook.

You may also be eligible to opt out of student health. More information can be found below in the *Cancellation of Policy* section.

#### *Optional coverage*

If you are not registered for enough credit hours to be automatically assessed the student health insurance fee, graduate assistants may still purchase this plan on an optional basis. As a GA you are eligible for the optional purchase for no more than four terms. Insurance eligibility information can be found on the [Student Health Services](#) website. You must complete this purchase through your account on [MyIllinoisState](#) by the 15<sup>th</sup> calendar day of the fall and spring semesters, or by the 8<sup>th</sup> calendar day of the first summer session. These dates are contractually set by our health insurance provider and cannot be extended or waived. Published enrollment dates can be found at [Student Health Insurance](#).

#### *Late or early start dates*

If your appointment has an early or late start date, you can purchase the student health insurance coverage by contacting the [Student Health Insurance](#) within 15 days of your start date and paying the appropriate semester fee. New fall students whose assistantships begin prior to the start of the fall semester's coverage can contact the [Student Health Insurance](#) office before their start date and arrange to pay a pro-rated summer fee.

### *Cancellation of policy*

If you are assessed the insurance fee but *don't* want to be covered by the ISU policy, you need to complete a request to cancel the policy and submit evidence of other insurance to the [Student Health Insurance](#) office or make arrangements to accomplish this by mail, email, or fax.

Cancellation requests will not be honored after the 15<sup>th</sup> calendar day of the fall and spring semesters, or the 8<sup>th</sup> calendar day of ISU's first summer session.

### **Certification of insurance coverage**

You must complete and sign a semester-specific [Graduate Assistant Health Insurance Certification](#) during every semester that you hold a graduate assistantship. On this form you certify that you understand that you must have health insurance coverage and declare how you intend to procure it. You must return this form to your appointing department before you begin work as a contingency of your appointment. **It is your responsibility to complete and submit the form to your appointing department each semester.**

### **Where to call**

Insurance coverage can be complicated. We're here to help. For questions about insurance eligibility or coverage, please contact the [Student Health Insurance](#) office.

## Payroll and Tax Implications

### Income taxes

Graduate assistant stipends are subject to federal and state income taxes. Income taxes are withheld from each paycheck in accordance with your W-4 Withholding Certificate. For additional information, please see the University Payroll Office website. At the time of hire, an electronic or hard-copy Federal and State Form W-4 (Employee's Withholding Certificate) should be completed. Self-Service is available at [My Illinois State](#).

### Employment taxes

Generally, graduate assistants do not have to pay FICA taxes. The University follows IRS rules in determining a student's exemption from FICA withholding. FICA (Federal Insurance Contributions Act) refers to taxes for Social Security (OASDI) and Medicare. When eligible, OASDI is withheld at 6.2% and Medicare at 1.45%, for a total tax of 7.65%.

To be considered a student, an employee must be enrolled and regularly attending classes in pursuit of a course of study. In addition, the employee's services must be "incident to and for the purpose of pursuing a course of study", which means the relationship between the employer and the employee must be primarily educational.

Graduate student will be exempt from FICA taxes if they meet the minimum criteria for a half-time student:

Fall/Spring Terms	5 credit hours
Summer Term	3 credit hours

If the academic term begins or ends at any point within a pay period, the entire pay period is eligible for the exemption from FICA.

If the student is registered for the following semester, the student will be eligible for the FICA exemption if the break is less than five weeks. If the student works during a school break of more than five weeks (over the summer, for example), the student will not be eligible for a FICA exemption if the student is not attending classes during the break.

A student in the final semester required to complete the requirements for obtaining a degree, certificate, or other educational credentials offered by the institution, shall be deemed to meet the half-time threshold, regardless of the number of credits. For Graduate Student employee classes - When completing a Reduced Course Load Request Form (PERS 938), Code "B" under Rationale should be used if the student is in his/her final semester. For Undergraduate Student employee classes - The Request for Student Employment Exception will be utilized to identify students in their final semester.

There are also FICA tax implications regarding the Reduced Course Load Request (PERS 938). Please see that PERS 938 [Graduate Assistant Reduced Course Load Request Form](#) for more details.

### **Direct deposit**

You may enroll in Direct Deposit through [My Illinois State](#). Employees who desire to update their direct deposit via Employee Self Service must be on an Illinois State Network or use a VPN which can be obtained via the IT Helpdesk at (309)438-4357.

If you have not enrolled in direct deposit, your check will be mailed to your Mailing Address on file. Check distribution method is subject to change at the University's discretion. Prior to a change in check distribution, a notification will be published.

### **Emergency loans**

If you have a graduate assistantship but the hiring paperwork is unable to be processed in time to be issued a payroll payment, you may request an interest-free emergency loan from the Graduate School for up to 80 percent of the pay due for that pay period. If your loan is approved, this loan amount must be repaid from your first issued payroll payment. To request a loan, contact the GA Employment Consultant in [Human Resources](#). Emergency loans are not disbursed until the date which would normally have been the student's pay date.

### **Impact of tuition waivers and fee credits on student loans and income taxes**

Internal Revenue Service regulations consider anything of value provided to an employee by an employer, including but not limited to tuition waivers and student fee credits, to be a form of compensation. As a result, receipt of your tuition waiver and/or partial mandatory student fee credit may have the effect of reducing the amount you may be eligible to receive in student loans and increasing your tax liabilities.

Your tuition waiver and/or partial mandatory student fee credit may count as income, and therefore the amount you may be eligible to receive in student loans may go down. If your loans have been disbursed before you have been awarded the waiver and/or partial mandatory student fee credit; you may even have to repay some or all of the loans depending on the total loans received and the amount of financial aid you are eligible to receive. Additional information on your loan eligibility is available from the [Financial Aid Office](#).

### **Tuition Waiver Taxation**

Under current applicable state and federal tax regulations **this section only applies to pre-professional graduate assistants**. Generally, tuition benefits and student fee credits offered to graduate assistants are excluded from taxable income under section 117(d) of the Internal Revenue Code (IRC). However, section 117(d) only excludes from taxable income tuition benefits and student fee credits for graduate students who are engaged in teaching activities or research activities at the University.

Tuition benefits and student fee credits for graduate assistants not engaged in teaching or research activities at the University may be excluded up to \$5,250 each calendar year under section 127 of the IRC relating to Educational Assistance Plans.

Section 127 provides an exclusion of employer-paid tuition benefits and student fee credits from taxable income for employees enrolled in graduate level classes, up to a maximum annual amount of \$5,250 for those not engaged in teaching or research activities. As a result of the operation of the above code sections, the part of the total tuition benefit and student fee credit provided to a graduate assistant that exceeds \$5,250 in a calendar (January-December) year will be added to income as a taxable fringe benefit.

If the total tuition benefit and student fee credit related to a graduate assistant appointment does exceed \$5,250 in a calendar year, the graduate assistant will be notified separately, and the applicable taxes withheld. Caution must be utilized in projecting future calendar years. If the tuition benefit and student fee credit does not exceed the IRS limit in a calendar year, it might exceed the limit at some year in the future if appointed as a graduate assistant for more than one semester within the calendar year.

Typically, taxes on taxable tuition waivers and student fee credits in excess of \$5,250 are withheld from the graduate assistant’s paychecks in the last two months of any given semester: in November and December for the fall semester, in April and May for the spring semester, and in July for the summer term. If no paycheck is available in the given month, the taxes will be withheld on the next available paycheck. You will receive correspondence from the University Payroll Office mid semester outlining the exact taxable amount. Additional information on tax withholding is available from the University [Payroll Office](#).

Below is a chart showing potential tuition waiver and student fee credit values based on 9 credit hours (Fall 2022 rates). The semester(s) bolded indicate when a student exceeds the \$5,250 taxation threshold. It is in these semesters that you will be assessed taxes on all tuition waivers above that threshold.

**First year student sample taxation thresholds:**

<b>Semester</b>	<b>Tuition Costs (9 hours)</b>	<b>Mandatory Student fee credit (9 hours)</b>	<b>Total Tuition and fee credit for the Year</b>
Fall 2022	\$3732.21	\$99.91	\$3832.12
Spring 2023	\$3732.21	\$99.91	\$3832.12
<b>Fall 2023*</b>	\$3732.21	\$99.91	\$7664.24 (taxable threshold reached)

\* Tuition rate and fee credit based on Fall 2022 rates & may change.

## Second+ year student sample taxation thresholds:

Semester	Tuition Costs (9 hours)	Mandatory Student fee credit (9 hours)	Total Tuition for the Year
Spring 2022	\$3632	\$97	\$3729
<b>Fall 2022</b>	\$3732.21	\$99.91	\$7561.12 (taxable threshold reached)

Because this is a federal law, there is no solution to alleviate this taxation. However, there are some strategies you can use to help alleviate the stress of reduced paychecks.

1. You may change your Form W-4 to adjust the amount of income tax withheld. To reduce the amount of tax withheld, Step 4: Other Adjustments will need to be modified. Adjusting your W-4 may have implications when you file your personal tax return. You may wish to consult your tax advisor before choosing this option. If you choose to change your Form W-4, you may do so using the Self-Service functionality within iPeople at <https://tools.illinoisstate.edu/> (Self Service – Payroll & Compensation – W-4 Tax Information) or submitting a hardcopy of Form W-4 to the University Payroll Office.
2. If you are an international student please contact The International Tax Specialist at 309- 438-7677; [TaxSpecialist\\_ColleaguePayroll@ilstu.edu](mailto:TaxSpecialist_ColleaguePayroll@ilstu.edu) regarding W-4 changes.

### *Sample Paycheck*

GA's can check the Graduate Assistant Pay Check Calculator on the Payroll Office site to determine the impact a taxable tuition waiver and student fee credits will have on their net pay. <https://payroll.illinoisstate.edu/employee-information/my-paycheck/>

For additional information, please contact the University Payroll Office at (309) 438-7677 or [payroll@IllinoisState.edu](mailto:payroll@IllinoisState.edu).

### **Social security numbers**

You must obtain a social security number from the Social Security Administration for proper reporting to state and federal government. Upon receiving a social security number, take the social security card to Human Resources (Nelson Smith, room 101). International students who need to apply for a social security card should visit the [Social Security](#) page of the ISSS website for detailed instructions on how to apply.

International students should also make an appointment to see The International Tax Specialist, located in College Place Uptown, Suite E, 309-438-7677; [TaxSpecialist\\_ColleaguePayroll@ilstu.edu](mailto:TaxSpecialist_ColleaguePayroll@ilstu.edu).

### **Student loan default**

An appointment notification can be issued if a student is in default on a student loan, but the default must be cleared in 6 months or the appointment will be terminated. If you are in default on a student



loan, you must present to [Human Resources](#) a letter from the loan institution stating that you are making regular payments on the loan and present such proof to [Human Resources](#). You won't be considered in default if your educational loan has been deferred until you complete your graduate studies.

## Miscellaneous Items

### Travel expenses

If a GA is required by their appointing unit to travel in direct relation to the GA duties, the University will reimburse the GA in accordance with State regulations as outlined in the University's travel related policies and procedures.

### Equipment

GAs will not be expected to pay for equipment required for the fulfillment of work-related duties. GAs will also not be expected to pay for such equipment that is broken or otherwise damaged in the execution of approved or authorized work-related duties. Any equipment purchased or provided by the University for the fulfillment of work-related duties is the property of the University.

### Immunizations and Certifications

If the University determines that an immunization or certification is required for a GA to perform the functions of a GA's appointment, the University will pay for such immunizations or certifications. This does not apply to immunizations or certifications required: by law (including but not limited to those required for immigration purposes); as part of the admissions process (or any renewal of such certifications/immunizations thereafter); or, to obtain or renew a professional license.

If a Graduate Assistant is required by their appointing School/Department to travel out of the country in direct relation to their Graduate Assistant duties and the Graduate Assistant is required to receive immunization(s) in order to complete this travel out of the country, the Graduate Assistant will be responsible for any costs associated with the immunization(s) that are not otherwise covered through the Graduate Assistant's health insurance.

### Childcare

Information regarding childcare resources available to all ISU employees, including graduate assistants, can be found on the Human Resources [website](#).

### Parking

All GAs will be eligible to purchase faculty/staff surface parking permits at the same rate as faculty and staff, in accordance with the policies and procedures of the University [Office of Parking and Transportation](#). A monthly payroll deduction option for the cost of purchasing parking permits is available.. All hiring paperwork must be completed and your GA appointment in the employment system to purchase a faculty/staff permit.

### Employee access to personnel records

Since graduate assistants are employees of the University, you may have access to, or dispute, your personnel records in accordance with University policy and the Personnel Records Review Act, 820 ILCS 40/.

## Contact List

### International Admissions

Applications, Initial I-20s  
Kayla Carroll  
(309) 438-0897  
[kcarro@ilstu.edu](mailto:kcarro@ilstu.edu)

### Copyright Assistance

copyright@ilstu.edu

### Financial Aid

Scholarship, tuition waivers  
Shawn Rigsby  
(309) 438-2744  
[scrigsb@IllinoisState.edu](mailto:scrigsb@IllinoisState.edu)

### Human Resources

GA's, tuition waivers, appointments, employment issues  
101 Nelson Smith Building  
[GAofferletter@ilstu.edu](mailto:GAofferletter@ilstu.edu)  
309-438-8311

### International Student and Scholar Services

Immigration, visas, I-20s  
Aubrey Wagoner  
(309) 438-5112  
<mailto:arwagon@ilstu.edu>

### International Tax Specialist

College Place Uptown, Suite E  
(309) 438-7677  
[TaxSpecialist\\_ColleaguePayroll@ilstu.edu](mailto:TaxSpecialist_ColleaguePayroll@ilstu.edu)

### Graduate School

Noelle Selkow, Director  
(309) 438-2583  
[nselkow@ilstu.edu](mailto:nselkow@ilstu.edu)

### Office of Equal Opportunity and Access

Employment accommodations  
310 Hovey Hall, Campus Box 1280  
(309) 438-3383

### Payroll

College Place Uptown, Suite E

(309) 438-7677  
[payroll@IllinoisState.edu](mailto:payroll@IllinoisState.edu)

**Registrar Service Center**  
107 Moulton Hall  
(309) 438-2188  
[registrar@IllinoisState.edu](mailto:registrar@IllinoisState.edu)

**Student Access and Accommodation Services**  
Accommodations in your GA role  
(309) 438-5853  
[ableisu@IllinoisState.edu](mailto:ableisu@IllinoisState.edu)

**Student Accounts**  
607 W. Dry Grove  
(309) 438-5643  
[stuaccts@ilstu.edu](mailto:stuaccts@ilstu.edu)

**Student Health Insurance**  
Student Services Building 303  
Jason Hartzler  
(309) 438-2515  
[jehartzl@IllinoisState.edu](mailto:jehartzl@IllinoisState.edu)