

GRA/GSA/TA Hiring Guidelines

1. The Polytechnic School (TPS) will process the graduate student for each academic program.
2. If the student's academic program is with another Engineering school but the faculty's home institution is at Poly, the student's academic program will need to work with **TPS HR Team** to process their tuition waivers.
3. **FACULTY** will go to the forms listed in the TPS Support Services site, <https://poly.engineering.asu.edu/tps-support-services/>
 - a. Click on the Human Resources bar
 - b. Select the correct **Graduate Student Request** form
Human Resources

Employment

Form	Link
Hire Request For GRA/GSA	Click Here
Continuation Request For GRA/GSA	Click Here
Graduate Recruitment Request	Click Here

- i. Hire Request is for Brand new graduate hiring requests
 - ii. Continuation Request is for graduate students that are being continued beyond the initial hiring request.
 - iii. Graduate Recruitment Request is for students not yet attended ASU, the Recruitment Offer Letter that **TPS HR Team** generates provides a general package of recruiting student's benefits and pay.
 - iv. For more information on Graduate Student Policies, please go to <https://graduate.asu.edu/>
4. **FACULTY** fills in the information for the Graduate Hire:
 - a. Enter the student's name and ID and attach the student's resume to the form so that **TPS HR Team** can follow up with the Graduate student.
 - b. GRA/TA receive tuition remission and health insurance based on their FTE.
 - c. GSA do not receive any of these benefits.
 5. The form will route to the Director's Office for approval.
 6. Once fully approved, the **TPS HR Team** will send the offer letter for faculty to review and process the Graduate hire.
 7. Offer Letters are generated by the **TPS HR Team**.
 8. Graduate Student and **FACULTY** will be notified via email when the graduate hire has been fully processed.

*****Students may not begin working until their hire is fully processed *****

FTE Scale

Please Use The Following To Convert The Hours Worked To The Full Time Equivalent

Hours Worked	FTE
10	0.25
15	0.375
20	0.5
25	0.625
30	0.75
35	0.875
40	1.00

GRA/GSA/TA

Minimum Pay

for 25% is \$5,470.75/semester or \$547.075/pay period

for 50% is \$10,949.50/semester or \$1,094.95/pay period

Min Pay Rates as of the 2022-2023 Academic Year (AY)

these may change in the future

GRA/GSA/TA can work no more than **20 hours per week** during the academic year.

***** In the Summer Only, GRA/GSA/GTA's may work up to 40 hours per week ***
*International Students may be need additional requirements to fulfill***