

# **PURDUE UNIVERSITY**

## **Graduate Staff Employment Manual**

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## PREFACE

About thirty percent of all Purdue (West Lafayette campus) employees are graduate students. During the 2018-2019 academic year, 5,046 graduate staff served as Graduate Research Assistants, Graduate Teaching Assistants, Graduate Lecturers, and Graduate Professionals, making enormous contributions to the University and preparing for myriad academic and professional careers. In addition, Purdue Fort Wayne and Purdue Northwest employed 78 and 172 graduate staff, respectively, during the same period.

The *Graduate Staff Employment Manual* is designed to serve as a resource to graduate students, their supervisors, and anyone else involved in making graduate staff appointments. Updated by a group from the Human Resources, International Programs, Office of the Vice President for Ethics and Compliance, Office of Financial Planning and Analysis, Business Managers, and the Graduate School, this manual documents current policies and practices related to the employment of graduate staff members. While every effort has been made to provide a manual that addresses a broad range of situations and questions, please feel free to direct inquiries to the following:

- **Purdue Fort Wayne** – Director of Graduate Studies Abraham Schwab (<mailto:schwaba@pfw.edu>; 260-481-6111)
- **Purdue Northwest** – Interim Director of Graduate Studies Rebecca Stankowski (<mailto:stankowski@pnw.edu>; 219-989-2257)
- **Purdue West Lafayette** - Associate Dean Tom Atkinson (<mailto:tatkinso@purdue.edu>; 765-494-2600)

As updates are made, they will be incorporated into the [Web version of this manual](#). Other key policy documents, including *Policies and Procedures for Administering Graduate Student Programs* and *Graduate School Fellowship Manual*, are available at this site as well.

I encourage graduate students, faculty, and staff to become familiar with the policies, guidelines, and benefits which are outlined in the following pages and hope that this updated *Graduate Staff Employment Manual* enables you to carry out your responsibilities in an informed and efficient manner.

Sincerely

Linda J. Mason  
Dean of the Graduate School and Professor of Entomology

## INTRODUCTION

This manual is published to give current, new, and prospective graduate staff members, faculty, and those who administer employment procedures, a convenient reference of useful information about graduate staff employment. It is, however, only a guide. The official policies and procedures of the University will govern the subjects discussed. This manual supersedes prior editions of the *Graduate Student Employment Manual* and does not create an express or implied contract or guarantee of employment for any term. This manual provides information regarding graduate student employment policies, compensation, benefits, use of University facilities and services, appointment procedures, and general payroll information.

The information contained in the manual is subject to change as a result of action by federal and/or state governments, the trustees of Purdue University, and the administration of Purdue University. Unless otherwise indicated, questions concerning the contents of this manual should be directed to the Graduate School or your departmental business office.

Detailed information on many of the subjects addressed in the manual can be found in other University publications and will be referenced as appropriate. (See Appendix A for a listing of reference documents.)

All graduate staff employees of the University are encouraged to seek and obtain answers to questions or concerns about their employment or course of study through normal, day-to-day supervisory contacts and channels. The need to handle related issues outside of these normal channels should be referred to the Graduate School.

## **EMPLOYMENT POLICIES AND GUIDELINES**

### **NONDISCRIMINATION POLICY STATEMENT**

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University-related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state, and local laws, regulations and orders, and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program.

### **GRADUATE EMPLOYMENT VS. FELLOWSHIP**

The University makes assistantships and fellowships available as one form of financial aid to support graduate study. Employment is incidental to graduate study. Graduate students who are employed by the University provide services (teaching, research, administrative/professional) that further the missions of the University while providing students with valuable professional experience and financial remuneration in the form of tuition remission and a modest salary. These students are considered employees and are subject to the policies and procedures outlined in this manual.<sup>1</sup>

Students who receive true fellowships (fellowships not administered as assistantships) are not employees and are not obligated to provide services to the University. The purpose of a fellowships is to recognize outstanding graduate students and to support their education. While there are broad policies and procedures covered in this document that may apply to fellowships, in general, these guidelines are intended to address graduate student

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<sup>1</sup> While the University considers graduate staff who provide services to be employees for most purposes, graduate staff are not subject to certain federal laws governing the employer-employee relationship.

employment. For more information about fellowships, see the [Purdue University Graduate School Fellowship Manual](#).

## PAYROLL APPOINTMENT PROCESS

The appointment of a new graduate staff member is processed through SuccessFactors Onboarding. The graduate staff employee will receive an e-mail from Onboarding, which will contain instructions for entering his/her personal and self-identification information which is a requirement to complete the hiring process. After the appointment is active in the payroll system (ECP), the student can make any future changes to his/her personal and self-identification information in Employee Launchpad – SuccessFactors. The student will have access to Employee Launchpad – SuccessFactors on or after the hire date.

All changes to graduate appointments are processed through SuccessFactors Employment Central.

## EMPLOYMENT AUDITS

A series of audits take place within Human Resources, Payroll Services, appropriate business and other University offices, and the Graduate School. These audits include manual and automated reviews (some of which are performed on a pre-audit basis while others are done as post-audit routine). All audits are exercised for the purpose of assuring that a student is legally employable and that the policies and procedures of the University are followed. These audits review the following information for compliance with policies and procedures and for accuracy of data:

### A. Graduate Staff and Fellowship Audits

1. Enrollment in a graduate degree or teacher license program and registered for a minimum of three credit hours of graduate-level course and/or research work or minimum required by the fellowship.
2. Graduate staff appointment in combination with fellowship appointment should be performed at the departmental level, and the level total maintained within the limits of each fellowship.
3. Confirm minimum salaries are being observed

### B. Employment Eligibility Audits

1. I-9 verification process
2. Citizenship status of alien authorized to work greater than 0.50 FTE

### C. Fee Remission Audits –Verification of Eligibility

The initial verification of eligibility is completed by the Hiring Department. The Graduate School conducts an eligibility audit during the first weeks of a semester and reports to departmental representatives and/or appropriate business offices. Follow up verification of employment after the sixth week of the term is completed by the Office of the Bursar on each campus.

### OFFER LETTER

Departments must provide an offer letter to each student who will be appointed to the Graduate Staff. The offer letter must state the terms of the appointment, as well as the expectations of the student. Offer Letter Templates can be found: <https://www.purdue.edu/gradschool/fellowship/fellowship-resources-for-staff/index.html>

Listed below are the items that must be addressed in the offer letter.

1. Statement that the offer is contingent upon the student's admission to the Graduate School.
2. Terms of appointment including the classification, compensation, FTE, and period of appointment.
3. If the graduate staff appointment is for more than one session, include the following statement: "You must maintain satisfactory academic progress and satisfactory teaching/research/administrative/professional work performance to continue the graduate staff appointment beyond the first session."
4. Expectations of the student (i.e., teaching, research, administrative/professional).
5. A reference to *Employment Eligibility Verification (Form I-9)* documentation required and the need to provide it on the first day of employment.
6. Benefit information including medical insurance (West Lafayette Campus only) and fee remission, noting the amount of fees the student is responsible to pay.
7. Reference to the Council of Graduate School's resolution concerning acceptance of an offer of financial support by a prospective or continuing graduate student. For graduate students admitted to begin during the fall semester, this resolution commits Purdue and the student to honor any agreement made after April 15 unless a written release is obtained from Purdue. Refer to the Graduate School's [\*Policies and Procedures Manual for Administering Graduate Student Programs\*](#) for more information on this issue.
8. For international students, there is specific information concerning visa procedures that should be addressed in the offer letter. Refer to the Graduate School's [\*Policies\*](#)



[and Procedures Manual for Administering Graduate Student Programs](#) for more detailed instructions.

9. Any departmental-specific conditions of employment must be stated in the offer letter.

## EMPLOYMENT ELIGIBILITY

### A. Enrollment

1. During any academic session, an individual must be enrolled as a student in a graduate degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work to qualify for a graduate staff appointment. Graduate staff on appointment during the summer are required to register for a minimum of three graduate credit hours during at least one of the summer modules. When appropriate, graduate staff may register for “*Examination Only*” or “*Degree Only*.” (See [Policies and Procedures for Administering Graduate Student Programs](#), Section V.)

### B. I-9/Visa Information

1. Purdue University, in accordance with federal regulations, requires all new or rehired employees to establish proof of identity and employment eligibility before commencing employment and will not employ individuals who are unable to do so. Verification of employment eligibility is the responsibility of the hiring department. The employee must complete Section 1 of the U.S. Citizenship and Immigration Services’ electronic Form I-9, Employment Eligibility Verification process, on or before the first day of employment. This form is completed as part of your SuccessFactors Onboarding process. After completing Section 1, the employee will be provided with a list of acceptable documents. U.S. citizens and aliens authorized to work should be prepared to present appropriate documentation to the employing department business office on the first day of employment. (See Payroll website for further information.)
2. An international student entering from a foreign country should not apply for a visa or make travel plans until he or she receives a formal letter of admission from the dean of the Graduate School and a *Certificate of Eligibility for Nonimmigrant Student Status (I-20)* or a *Certificate of Eligibility for Exchange Visitor Status (DS2019)* from the Office of International Students and Scholars (ISS) at their Purdue campus. These documents will be provided to the student as soon as all admission procedures are completed, all conditions of enrollment have been met, and the student has submitted all required information and documentation to the ISS office. The ISS office will provide instructions directly to the student regarding documents and information required. Before applying for the F-1 or J-1 visa, the student will also need to pay a one-time SEVIS fee and take the payment receipt

to the visa interview. Instructions for paying the fee are included with the I-20/DS-2019.

- a. If an international student is transferring to Purdue from another educational institution in the U.S., certain transfer procedures must be completed before and immediately after arrival at Purdue. After all admission procedures are completed, the student will receive official notification from the Graduate School by email. The notification email contains instructions for obtaining the Purdue issued I-20 or DS-2019. Once the student has met all conditions for enrollment, and the ISS office receives all required information and documentation, they will proceed with processing the transfer of the student's SEVIS record and producing the Purdue I-20 or DS-2019.

Upon arrival at the Purdue campus, all international students must attend mandatory international student orientation. Students should bring their passport, current I-94 Record of Admission, and Purdue issued I-20 or DS-2019. Students with dependents accompanying them to Purdue should also bring the above documents for each of their dependents. Students will receive specific instructions from the ISS office at their Purdue campus regarding mandatory orientation and check in procedures. Students transferring to the West Lafayette campus from any other U.S. institution must not begin employment on the West Lafayette campus until they have received their Purdue University issued I-20 or DS-2019 issued from the West Lafayette ISS office.

#### C. Change from Faculty Rank

If a person is appointed as a faculty member at the rank of instructor or above, he or she will be ineligible for a graduate staff appointment thereafter, unless an exception is approved by the dean of the Graduate School.

### ORAL ENGLISH PROFICIENCY PROGRAM

The Oral English Proficiency Program (OEPP), established in 1987, implements University policy, which states that any person whose first language is not English and who holds or is a candidate for appointment as a Graduate Teaching Assistant must demonstrate adequate oral English proficiency before assignment to duties involving direct instruction of student (i.e., classroom, laboratory, tutoring). The program: 1) certifies the oral English proficiency of graduate teaching assistants whose first language is not English; 2) provides oral English proficiency screening services to all departments employing non-native English-speaking graduate teaching assistants; 3) offers English as a second language instruction to prospective graduate teaching assistants; and 4) monitors graduate program compliance with University policy through payroll verification.

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The goal of the program is to ensure that non-native English-speaking graduate teaching assistants have the language competency necessary for effective communication in the Purdue University undergraduate classroom setting.

For Further information about Oral English Proficiency Program policies and services, contact the OEPP Office at the West Lafayette campus or the appropriate office at another Purdue campus.

## DEFINITIONS OF GRADUATE STAFF CLASSIFICATIONS

- A. There are four basic classifications of employment for students who are eligible for a graduate staff appointment:
1. **Graduate Teaching Assistant:** The responsibilities of the Graduate Teaching Assistant could include any tasks related to the instruction of students. Graduate Teaching Assistants may have primary responsibility for a course, a recitation section, or a laboratory section. A Graduate Teaching Assistant may serve as a tutor or provide assistance to a faculty member in instruction in a course through such tasks as grading papers, preparing hand-outs, placing materials on the Web, or assisting in clinical assignments.
  2. **Graduate Lecturer:** The responsibilities of the Graduate Lecturer are similar to those of the Graduate Teaching Assistant but at a more senior level. Normally, Graduate Lecturers teach courses beyond the 10000-level. Appointment to this category is made at the discretion of the department head or in a manner consistent with the governance of a particular academic unit when the following conditions have been met: The graduate student must have passed the preliminary examination and be a doctoral candidate; the graduate student is enrolled in 69900 for research credits and has completed all coursework on the plan of study; the graduate student has been a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer
  3. **Graduate Professional:** Duties that are generally administrative and/or professional in nature are assigned to a Graduate Professional. Graduate staff in this classification typically have responsibilities that are unrelated to the instruction of students in a course. For example, a Graduate Professional may have responsibilities in Libraries, Office of the Dean of Students, Intercollegiate Athletics, ITaP, or one of the development offices. Students who are assistant coaches and graduate staff who have academic counseling responsibilities should be classified as Graduate Professionals. While this classification is often found in administrative offices, Graduate Professionals are permitted in academic areas.

Beginning Fall 2020, Graduate Professional assistantships will become hourly (non-exempt) positions. This change is made to enable Purdue University to remain in compliance with the Fair Labor Standards Act. Graduate Professionals will continue (Fall 2020 and thereafter) to receive the same benefits as other graduate staff, including eligibility for the graduate staff fee, graduate staff health insurance, and paid leaves. Part of the tuition and fee remission covered by the University employer, however, may be considered taxable income for Graduate Professionals. Graduate Professionals with tax-related questions should be directed to the Tax Services team. Graduate Professionals must record any hours that are over their normal weekly number, depending upon their FTE. International students must exercise great care to make sure that they are aware of the hourly limits permitted by their visas and to not exceed them.

- 4. Graduate Research Assistants:** A Graduate Research Assistant performs duties related to a research project or program under the guidance and direction of faculty members. Any graduate student staff member who is assigned to perform research duties should be classified in the category, regardless of the funding source, and need not work for his/her own department.
- B. Students must be engaged in the type of activity for which their positions are funded (i.e., students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.). It should be understood that departmental general funds can support instruction, learning, discovery, engagement, or departmental research.

#### APPOINTMENT IN NON-GRADUATE STAFF CLASSIFICATIONS

##### A. Positions Exempt from the Overtime Provisions of FLSA

Graduate students enrolled in a degree-seeking or teacher license program and who are to be in employment status, should be appointed to a graduate staff classification until their degree requirements are completed. This policy is not applicable to existing University staff members who start their master's or doctoral programs after beginning their Purdue University Management, Professional, Administration and Operational Support, and Police, Fire and Skilled Trades positions.

##### 1. Regular Positions

Appointment or transfer of a graduate student to a regular management; professional; administration and operational support; police, fire, and skilled trade; or faculty position prior to degree completion normally is not appropriate. Occasionally, it is desirable for graduate students nearing the completion of their master's or doctoral program, usually the same academic session that the graduate

student expects to graduate, to be appointed to a part-time or full-time regular staff or faculty position. Requests for appointment or transfer of a graduate student to a regular position must be directed to the Graduate School, for review of the student's academic progress toward a degree.

## 2. Temporary Positions

Appointment or transfer of a graduate student to a temporary staff position prior to degree completion is not appropriate. Instead, graduate students and University departments, programs, and offices should use the existing graduate staff appointment process, which provides considerable flexibility, to accommodate summer and other fixed-term employment opportunities for graduate students.

Upon graduation, graduate staff members become ineligible to retain their graduate staff position. In the event that it is necessary for them to continue working in this capacity for a short time period, in order to finalize projects, they must be placed in a temporary position. Background checks are required for all temporary staff members.

## B. Student Hourly Classification

Student hourly classification, in most situations, is not applicable for graduate student employment. Employment of a graduate student enrolled in a degree-seeking or teacher license program should be done through a graduate staff employment classification as defined in the section above. Occasionally, where the employment is of an ad hoc, repetitive, or short-term nature, it may be appropriate to appoint a graduate student using an hourly-paid student classification. Students employed on this type of classification are not eligible for any of the benefits connected to a graduate staff appointment. Therefore, the student hourly classification should be limited to those few situations where the work assignment is sporadic and, thus, more appropriate to non-exempt classification.

At the Purdue Fort Wayne Campus, all graduate students holding hourly-paid positions on campus must have prior approval of the PFW Director of Graduate Studies.

## TRANSFER TO POSTDOCTORAL APPOINTMENT

Graduate students who complete their degree requirements may be appointed to postdoctoral positions once they deposit their dissertation with the Thesis/Dissertation Office. The postdoctoral appointment may begin the day following deposit of the dissertation. Appropriate employment authorization is required before an international student transfers to a non-student position.

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## EMPLOYMENT PERIOD

- A. Graduate staff may be appointed on either an academic year or fiscal year basis. (See [Policy VI.F.12](#))
- B. For graduate staff appointed on a fiscal year basis, the employment period will begin and end with the actual dates of employment. (See the section on EMPLOYEE BENEFITS for information on vacation days for fiscal year staff.)
- C. For graduate staff appointed on an academic year basis, employment will begin on the seventh calendar day preceding the first day of classes of the semester and end the Friday after grade reports are due. (See the section on EMPLOYEE BENEFITS for information on vacation periods for academic year staff.)
- D. The summer session is divided into three modules. The first module begins the day following the Spring Commencement.
- E. For graduate staff appointed on an academic year basis, there is no limit to the number of days the student may work during the summer period. Summer appointments are based on actual days worked.

## ALLOWABLE FTE

- A. The primary appointment for a graduate student shall be 0.25, 0.50, 0.75, or 1.00 FTE. Graduate staff members must hold either one appointment of at least 0.50 FTE or two appointments of 0.25 FTE or greater before they may hold a graduate staff appointment of less than 0.25 FTE. Graduate staff appointments may be a combination of any of the classifications described in the section above on DEFINITIONS OF EMPLOYMENT CLASSIFICATIONS.
  - B. A COMBINATION OF APPOINTMENTS IS POSSIBLE. Appointments beyond 0.50 FTE, to a maximum of .75 FTE may be made with approval from your advisor, your Associate Dean of Graduate Education (if applicable) and the ISS office (if applicable). Appointments in excess of .75 FTE require approval from your advisor, your Associate Dean of Graduate Education, the Graduate School and the ISS Office (if applicable). For Graduate School approvals, please complete the form found here: <https://bit.ly/AppointmentApprovalRequest>.
  - C. Small Appointments of at least 0.05 FTE up to a maximum of 0.20 FTE (preferably in multiples of 0.05 FTE) may be made as long as a graduate staff member already holds at least a 0.50 FTE appointment or two 0.25 FTE appointments. These 0.05 FTE to 0.20 FTE appointments may be held in a different department than where the 0.50 FTE position is held or where either of the two 0.25 FTE positions are held.
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- D. When classes are in session, F-1 and J-1 international students are limited by law to working a total of twenty (20) hours per week (i.e., 0.50 FTE). The twenty-hour limit applies to all appointments including a combination of biweekly appointments. (See EMPLOYMENT ELIGIBILITY section B)
- E. All appointments require that services be performed at the FTE specified. See the document entitled *Purdue University Graduate Staff Appointments and Monthly Salaries* that is issued annually by the Graduate School. (See Appendix D.)

## COMPENSATION

- A. The Graduate School issues minimum salary scales for each graduate staff classification. These scales are reviewed and approved annually. All position classifications are assigned a minimum salary requirement. A document entitled *Purdue University Graduate Staff Appointments and Salaries*, which is issued annually by the Graduate School, indicates these minimum salaries. (See Appendix D.)
- B. Each college establishes graduate staff salaries appropriate for its graduate programs following the minimum salary requirements. Adjustments for merit and/or increased responsibility may be made by the college or head of the graduate program.
- C. Salaries of continuing appointees will be reviewed annually. Annual salary increases for fiscal year staff normally will be effective July 1. Annual increases for academic-year staff may be made with the beginning of the first summer pay period that starts on or after July 1 or with the beginning of the academic year.
- D. Graduate staff salaries that exceed the full-time fiscal year rate of \$72,000 (\$36,000 at 0.50 FTE) are required to receive prior approval by the Graduate School. There are three exceptions to this policy:
  - 1. Salaries that exceed the full-time fiscal year rate of \$84,388 (\$42,194 at 0.50 FTE) for graduate staff in the College of Pharmacy and the College of Veterinary Medicine who hold a professional degree such as the Doctor of Veterinary Medicine, Doctor of Medicine, or Doctor of Pharmacy, require prior approval by the Graduate School.
  - 2. Salaries that exceed the full-time fiscal year rate of \$106,941 (\$53,471 at 0.50 FTE) for graduate staff in the College of Veterinary Medicine's Interdisciplinary Biomedical Sciences Graduate Program who hold a professional degree such as the Doctor of Veterinary Medicine, Doctor of Medicine, or Doctor of Pharmacy require prior approval by the Graduate School.



3. Appointments to the Graduate Lecturer position that exceed the full-time fiscal rate of \$78,776 (\$39,388 at 0.50 FTE) require prior approval by the Graduate School.

The salary levels requiring prior approval will be reviewed periodically to assure the requirements remain reasonable and continue to meet the needs of the academic units while maintaining appropriate oversight by the Graduate School.

## PAY SCHEDULES

All graduate staff are paid on a biweekly basis. Fiscal Year graduate staff salaries are paid in accordance with the pay calendar for bi-weekly fiscal appointments maintained by Human Resources. Academic Year graduate staff salaries are divided into 9.5 paychecks during the fall semester and 9.5 paychecks during the spring semester and are paid in accordance with the pay calendar for bi-weekly academic appointments maintained by Human Resources. Both calendars can be found on the [Human Resources Pay Cycle and Calendars](#) website.

## EMPLOYMENT BY PURDUE ONLINE LEARNING

Graduate students may be employed on a continuing education project, with prior approval of the appropriate head of the graduate program and college dean. (See [Executive Memorandum C-18](#).) Purdue appointments that cause the graduate staff member's total appointment to exceed 1.0 FTE (i.e., overload) are discouraged and must be approved by the dean of the Graduate School. An *Employment Certification—Extra Duty (Business Office Form 57)* must be processed for all Purdue appointments regardless of FTE. As a reminder, F-1 and J-1 international students may not work more than 0.50 FTE at any time during the Fall and Spring semesters when classes are in session. (See Employment Audits.)

## CHANGE OF DUTY STATION REQUEST

A Change of Duty Station request is required to be completed when a graduate staff employee's is requesting to perform their normal work duties for more than 22 working days away from their hiring campus (West Lafayette or Regional campus). The change in location is not required to complete the work but rather the graduate staff member's normal duties can be completed from a different location. This requirement applies to both domestic and international location requests. Examples include but are not limited to: a graduate staff employee who needs to return to their home country to renew their visa but can complete their work remotely while abroad or a graduate TA who is requesting to teach their online course from another state. To begin the request, a graduate staff employee should contact their college-specific payroll center, business office or other administrator assigned by their campus with the details of the change request ([found here](#)). The request is routed for approvals and includes the graduate staff employee's supervisor and several central offices depending on the specifics of the request. **Travel plans should not be made prior to receiving an approved form.**



A Change of Duty Station request is not needed if the graduate staff employee will not be in pay status. To request paid or unpaid leave, a graduate staff employee should use SuccessFactors.

The Graduate School is not approving COVID-related Change of Duty Station requests beyond August 13, 2021. Change of Duty Station requests after that date with COVID-related requests for remote work will need to be processed through the University standard leaves and/or accommodation process rather than defaulting to the COD's. This process can be started by contacting Human Resources at 42222 or [hr@purdue.edu](mailto:hr@purdue.edu)

If research credits (69800 or 69900) are being taken during the time away from campus, a Graduate School Form 19 (Request for Off-campus Ph.D. or Master's Research) will also need to be completed.

### REPORTABLE OUTSIDE ACTIVITIES GUIDELINES

Graduate student may not hold a 0.5 FTE appointment (TA RA GA) while pursuing reportable outside activities (activities), including Curricular Practical Training (CPT). Students holding a 0.25 FTE appointment, may pursue part time activities, including CPT, up to a total of 20 hours per week.

Activities must be approved before the beginning of the semester in which the activities will occur and cannot begin after the 6<sup>th</sup> week of classes.

Activities, including CPT, are approved on a semester basis.

Background information related to CPT is below:

#### **8 CFR 214.2(f)(10)**

**(10) Practical training.** Practical training may be authorized to an F-1 student who has been lawfully enrolled on a full time basis, in a Service-approved college, university, conservatory, or seminary for one full academic year. This provision also includes students who, during their course of study, were enrolled in a study abroad program, if the student had spent at least one full academic term enrolled in a full course of study in the United States prior to studying abroad. A student may be authorized 12 months of practical training, and becomes eligible for another 12 months of practical training when he or she changes to a higher educational level. Students in English language training programs are ineligible for practical training. An eligible student may request employment authorization for practical training in a position that is directly related to his or her major area of study. There are two types of practical training available:

#### **8 CFR 214.2(f)(10)(i)**

**(i) Curricular practical training.** An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an

established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

Purdue defines CPT as short-term paid or unpaid internships, field experiences, co-ops, or professional employment with a non-Purdue entity (off-campus) and that are integral to the student's established curriculum; or required to complete the thesis or dissertation. We define integral as an elective or required component of the student's academic program as defined in the University's catalog of programs. Elective experiences are granted no more than twice in a student's academic program. Required experiences are granted as needed, but only with the strong support of the advisor. Requests for experiences required to complete a thesis or dissertation must come with a statement from the major professor explaining why the research cannot be conducted on campus at Purdue. Usually, it's because the student is working on a topic that requires specialized equipment or data sets in order to complete the research; and, that are only available at certain National Labs or with off-campus employers.

Before ISS will consider granting authorization for CPT, ISS will require the following:

- a. A complete job offer letter containing the job description and various other elements needed to grant authorization.
- b. A student's statement of understanding of the requirements for CPT.
- c. A print out of the associated course or research credit description from the course catalog. The course or research must be offered through the student's home department, commensurate with the student's education level, be offered during the semester the CPT occurs, must be indicate it is delivered as an experiential learning type, and must indicate in the course description that successful completion of the course requires the internship or field experience. We make an exception for the research credit description since we get this information from the faculty advisor.
- d. A recommendation from the student's academic advisor, graduate coordinator, or faculty advisor as to the appropriateness of the CPT with respect to the student's academic program. They must also provide a statement that the student is making normal academic progress and in good standing in the program.

If the student is requesting full-time CPT, ISS will ensure that the internship or field experience requires 32 or more hours per week. This is the US DOL's definition of full time, and is approximately equal to the number of hours a student would be in the

classroom, lab, or studying if they were otherwise enrolled in a full course of study. We added this requirement about five years ago when students were coming to us with offer letters indicating 21 hours per week, just so they could get full-time CPT and essentially take the semester off.

If students enroll in research credit, they pay per credit hour tuition. If they enroll in a course it could be anywhere from 0 credit hours (\$400 flat fee), to any number of credit hours assigned to the course (per credit hour rate). Courses as high as six credit hours have been approved. Mostly we see advisors recommending the 0 credit hour courses or one to three research credits. All courses/credit appear on the academic transcript.

### RESEARCH/INSTRUCTIONAL/ENGAGEMENT TRAVEL

Graduate staff leave that is necessary to further research, participate in instructional opportunities, or become involved in engagement activities must be requested and approved within the SuccessFactors system (the same way that vacation time is requested). Leaves up to and including 22 consecutive work days must be approved by the supervisor and department head. Leaves lasting more than 22 consecutive work days must also be approved by the Dean of the academic college, Human Resources Leaves Group, Sponsored Programs, and the Graduate School. International requests are also approved by Global Support. This includes research-related travel to laboratory, teaching-related travel to another college or university, engagement-related travel to a community, or professional development opportunities unavailable at the University. The leave must be approved prior to departure.

### TERMINATION

Employment is subject to the availability of funds. The employment of graduate staff may be terminated prior to the expiration of the stated employment period or the compensation may be reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If, for any reason, employment is terminated before the expiration of the stated employment period, compensation shall be paid up to, but not beyond the date of such termination.

Continuation of graduate employment is conditional upon performance of the work assigned and/or satisfactory academic progress. The employment of any graduate staff member may be terminated, in consultation with Human Resources, at any time prior to the expiration of the stated employment period by the University for Just Cause. Just cause includes but is not limited to inadequate performance, lack of progress toward degree, budgetary constraints or misconduct, which includes the repeated or serious violation of University rules, regulations, or policies. No extension or renewal of employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to the student.

## GRADUATE STUDENT EMPLOYEE RECORDS

The University maintains records on all employees of the University, including graduate staff. The source of that information is from payroll documents and Employee Launchpad - SuccessFactors. Changes in University records for personal information such as address, telephone number, and education can be changed through Employee Launchpad - SuccessFactors. Name changes are processed by contacting your department's payroll center with legal documentation of the name change.

## **PAYROLL PROCEDURES**

### PAYROLL PROCEDURES

Upon employment, all new or rehired employees must complete Section 1 of the U.S. Citizenship and Immigration Services' electronic Form I-9, *Employment Eligibility Verification*. This must be done on or before the first day of employment. To access the electronic form, visit the Purdue University [Payroll and Tax Services website](#). The form is completed as part of your SuccessFactors Onboarding process. The student employee will be required to complete Section 1 of the Form I-9. Additional information to be completed through the onboarding process includes personal information, self-identification, direct deposit, and W4/WH4 tax withholding information. International students tax withholding information that is entered as part of onboarding will not be adjusted until Glacier documents are received and processed by the University's tax department. If the employee has no Social Security Number, an application must be made in person at the Social Security Office. If the employee's citizenship status is alien authorized to work, additional forms created in the Glacier tax system also need to be submitted. Below are the steps to set-up the Glacier record:

- Log into [GLACIER Online Tax](#) to set up an account for the employee. You will need their first and last name, email address, (this does not have to be their Purdue email address) and payment type (i.e., monthly, biweekly etc.).
- Instruct the employee to go into Glacier, complete their record, print Glacier tax summary report and required documents and bring those to the Business office of the employing department.
- The tax summary will notify the Business Office about which forms to collect and to make copies of appropriate immigration documents.

For graduate staff appointments, salary payments are distributed every other Wednesday. Pay dates for fiscal year and academic year paid staff follow the bi-weekly payroll calendar <https://www.purdue.edu/business/payroll/Calendars/>

Employees are paid via automatic direct deposit (i.e., directly into their checking or savings account in any bank, credit union, or other financial institution in the U.S. that is a member of the Automated Clearing House (ACH).) Most banks and credit unions are members.

A direct deposit notice of net pay and a detailed earning statement will be available through Employee Launchpad - SuccessFactors. Direct deposit notices will indicate applicable tax deductions, benefits program premiums, and other miscellaneous deductions.

To access the One Purdue SAP portal, graduate staff will need to sign up for Boilerkey, Purdue's version of two-factor authentication. BoilerKey is an extra layer of security to help keep your most sensitive information, such as your bank account number safe and private.

To sign up for BoilerKey, visit [purdue.edu/boilerkey](http://purdue.edu/boilerkey). Users can choose either to download a smartphone application to their device or order a hardware token, about the size of a keychain, which will be required to use to access the OnePurdue SAP portal. If a user has trouble signing up or using BoilerKey, please contact the customer service center associated with the appropriate campus.

## SETTING UP PAYROLL APPOINTMENT

Departments initiate new graduate staff appointments by entering the action through SuccessFactors Recruiting. New graduate students will complete their personal information, self-identification, direct deposit, and W4/WH4 tax withholding information through processes outlined in the onboarding process. For international graduate students, adjustments to tax withholding will not be processed until their completed Glacier packets are received and processed by the tax department.

## TAXES

Federal, state, and county taxes are withheld from payments according to exemptions claimed on the *Employee's Withholding Certificate (Form W-4)* and the *Employee's Withholding Exemption and County Residence Certificate (Form WH-4)*, respectively. A *Wage and Tax Statement (Internal Revenue Service Form W-2)* will be issued after the end of the year.

## INTERNATIONAL TAX AND TREATIES

When the employee indicates on the *Employment Eligibility Verification (Form I-9)* that he/she is an "alien authorized to work in the United States," the hiring department should create a Glacier account for the employee. Once the employee has completed the account, the hiring department should collect the printed and signed Glacier paperwork and gather copies of the required immigration documents. These documents must be sent to the Payroll and Tax Services department for processing at [tax@purdue.edu](mailto:tax@purdue.edu). If an employee has questions that need to be addressed in person they should email <mailto:tax@purdue.edu> to set up an appointment.

A determination will be made through the Glacier system whether the employee is eligible for tax treaty benefits and for how long. A *Foreign Person's U. S. Source Income Subject to Withholding (Internal Revenue Service Form 1042S)* will be issued to the international employee for the amount of any income exempted from tax as a result of tax treaty benefits. A *Wage and Tax Statement (Internal Revenue Service Form W-2)* will be issued to the international employee for all other income.

### TAXABILITY OF FEE REMISSIONS

Refer to the section on EMPLOYEE BENEFITS—TUITION AND FEE REMISSIONS.

### REQUIRED DOCUMENTS

The following steps must be completed before a new graduate staff member may be paid:

- Hiring department completes the action in SuccessFactors Recruiting; new graduate student should have completed all of the onboarding steps outlined in the Onboarding process including entering personal information, self-identification information, direct deposit information, and W4/WH4 tax withholding information (permanent residents and citizens) along with the I-9 form on or before the hire date.
- International graduate students complete the Glacier Tax Summary and appropriate immigration documents. Information entered in Tax forms (W-4 and WH-4) as part of onboarding will not be adjusted in the payroll system until Glacier packet is received and processed by the tax department.

## **GENERAL POLICIES**

### AMOROUS RELATIONSHIPS

Purdue University's Policy regarding romantic or sexual relationships between supervisors and subordinates and students and faculty members, graduate teaching assistants, or any other employee who has educational responsibility over the student became effective on January 1, 2009.

### ANTI-HARASSMENT

It is the policy of Purdue University to maintain the campus as a place of work and study for faculty, staff, and students, free from all forms of harassment. In providing an educational and work climate that is positive and harassment free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Graduate staff members should not be expected by faculty or staff members to perform work (paid or unpaid) not connected to their graduate staff appointments. Evaluation of graduate staff members should be based only on their academic, research, and work performance.

Graduate staff members with concerns about their workplace environment may contact the Office of Institutional Equity, the Graduate School, or Human Resources.

Refer to the [Procedures for Resolving Complaints of Discrimination and Harassment](#) issued by the Vice President for Ethics and Compliance.

## INTEGRITY IN RESEARCH

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry. Serious violations of integrity in research are rare. Those that do occur, however, strike at the very heart of scholarship and the concept of the University. In any academic institution, scholars, researchers, and artists have a special obligation to exemplify the best qualities and highest standards of personal and professional conduct. Students, post-docs, faculty, staff, and visitors with concerns about integrity in research should report them.

Concerns about research safety, the treatment of research participants (both humans and animals), conflicts of interest, and intellectual property should be directed to [Regulatory Affairs](#).

Concerns pertaining to plagiarism, fabrication, or falsification within Purdue research should be directed to the [Research Integrity Office](#).

Governing documents pertaining to research integrity include the [University's Statement of Integrity and Code of Conduct](#) and the University's policy on [Research Misconduct \(III.A.2\)](#).

## INVENTIONS, PATENTS, COPYRIGHTS, AND PUBLISHING

The University owns all economic and property rights and the right to patent inventions and to copyright materials for all inventions and materials made or developed by University personnel either in the course of employment by the University or through the use of facilities or funds provided by or through the University. Graduate staff employment is subject to the University's policy on [Intellectual Property \(I.A.1\)](#). All such inventions and materials should be reported in writing; for inventions, use the *Technology Disclosure Form*, available from the Office of Technology Transfer, Purdue Research Foundation. (See [Faculty and Staff Handbook](#) and [Policy I.A.1](#))

Regarding publications, it generally is expected that research results will be published as openly and widely as possible. While the norms concerning the order and inclusion of co-authors vary by discipline, usually anyone who has made a significant contribution to the research should be included either as a co-author or acknowledged in the publication. Faculty, graduate students, and others involved in the research should discuss such matters early in the planning stages in order to arrive at acceptable and fair authorship decisions.



## OUTSIDE EMPLOYMENT, OTHER OUTSIDE ACTIVITIES, AND CONFLICTS OF INTEREST

Purdue employees may not engage in outside employment and other outside activities that would conflict with their University duties. Graduate student employees are required to file a [Disclosure of and Application for Permission to Engage in a Reportable Outside Activity form](#) before engaging in any reportable outside activities. Such outside activities include employment and connections with business enterprises, public offices, professional associations, educational institutions, and foundations (see the definition of a reportable outside activity in policy III.B.1.) In addition, graduate student employees are required to complete a [Conflict of Interest Disclosure Statement](#) for any business enterprise activities in which the employee expects to derive a profit from any University contract or purchase (see the definition of financial conflicts of interest in policy III.B.2).

For additional information and the University's policies on these topics, refer to the following:

1. [Individual Financial Conflicts of Interest \(III.B.2\)](#)
2. [Conflicts of Commitment and Reportable Outside Activities \(III.B.1\)](#)

## **EMPLOYEE BENEFITS**

Graduate staff employee benefits and eligibility for those benefits are outlined in the standard on [Graduate Student Staff Benefits \(S-3\)](#). Detailed information related to those benefits is described in the following five major sections: Tuition and Fee Remissions, Leaves of Absence, Medical Insurance, Risk Management Programs, and Miscellaneous.

### TUITION AND FEE REMISSIONS

#### A. Graduate Staff Remission

Graduate Staff employed 0.25 FTE or more and graduate students with fellowships administered as assistantships receive a tuition and fee remission each semester and summer session that they are employed, subject to eligibility requirements outlined below. The fee remission relieves the graduate student of obligation to pay full tuition and fees and requires the student to pay the graduate staff fee each session. All applicable fees for each semester or session are the responsibility of the graduate staff member, including but not limited to, R&R fee, student wellness fee, activity fee, deposits, workshop fees, laboratory fees, and differential fees.

Graduate students enrolled in Purdue Online Learning or professional master's programs are not eligible to hold graduate staff positions or receive tuition and fee remissions. For a roster of these programs, please see [Digital and Professional Education](#) or the [Office of the Bursar - Purdue University](#).



## B. Spouse Fee Remission

The spouse of a West Lafayette graduate staff member is eligible for remission of the nonresident tuition but is responsible for all resident tuition and fees. Questions should be directed to Office of the Bursar.

## C. Eligibility

A student is eligible for the graduate staff fee if the appointment is in effect during the first six weeks of a semester or by July 1 of the summer session. To receive the fee remission, the employing department should submit the *Graduate Appointment Submission Form*, located on the [Office of the Bursar website](#), in advance of each session before the student registers for classes.

If a graduate staff appointment terminates within the first six weeks after the start of a semester or prior to July 1 during the summer session, all applicable fees will be assessed for the semester or summer session.

If a graduate student begins employment during the first six weeks of a fall or spring semester or by July 1 of summer session, they are entitled to the graduate staff fee and eligible for remission.

Students enrolled in the summer session are eligible for a summer fee remission if they held a teaching assistantship in the prior spring semester and also will be appointed to a teaching assistantship in the following fall semester. Graduate programs should notify the Office of the Bursar via email (at [remissions@purdue.edu](mailto:remissions@purdue.edu)) of the graduate students who comply with the Graduate School memorandum from T. P. Adler on “Summer Tuition and Fee Waivers for Teaching Assistants”.

A student who held a teaching assistantship in the spring semester, but will not hold one in the fall semester because he or she will complete degree requirements during the summer may be granted a Graduate Tuition Remission for the summer session. (Refer to Graduate School memorandum from T. P. Adler on “Summer Tuition and Fee Waivers for Teaching Assistants”).

## D. Taxability

For graduate students employed in a Graduate Teaching Assistant, Graduate Lecturer or Graduate Research Assistant position, the value of a fee remission provided is not considered taxable income. For those graduate students who are receiving a fee remission while employed in a Graduate Professional position, per IRS regulation, the value of remission received in excess of \$5,250 in a calendar year is considered taxable income and will be included in the graduate student’s W-2 issued by Purdue.

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A graduate student whose spouse receives remission of nonresident tuition is taxed for the value of the spouse's tuition remission.

For further information on the taxability of fee remissions, contact Payroll and Tax Services. For any other information concerning tuition and fee remissions, contact the Bursar's Office.

LEAVES OF ABSENCE – *All leaves must be requested using the SuccessFactors system.*

All leaves lasting up to and including 22 days must be approved by the supervisor and department head.

All leaves of absence greater than 22 consecutive work days, for any reason except vacation or Family and Medical Leave Act of 1993 (FMLA) related leave, require the approval of the supervisor, department head, HR leaves group, and dean of the Graduate School (when applicable). Graduate staff members employed at least half-time are eligible for leaves of absence (see specific leave section for additional eligibility requirements). Questions regarding leaves of absence should be directed to Human Resources – Service Center at 765-494-2222 or e-mail at [hr@purdue.edu](mailto:hr@purdue.edu).

Fiscal-year graduate staff and Academic-year graduate staff employed at least half-time may qualify for unpaid Leaves of Absence (and retain Graduate Staff Medical Insurance on the West Lafayette campus) during a session when their graduate program enables them to hold an off-campus internship, participate in Study Abroad, or engage in other academic or professional development activities (not part of their graduate staff employment). Graduate staff members cannot receive payment from Purdue University and another employer for work, vacation, or other paid leave during the same pay period. Graduate staff members should schedule work and paid leave carefully to avoid the prospect of double payment, which could violate University policy and jeopardize visa eligibility.

Benefits-eligible graduate staff members on the West Lafayette campus who receive approval for a leave of absence will continue to receive Graduate Staff Medical Insurance and other benefits, without interruption, as long as the graduate student continues to pay for premiums on a monthly basis. If the graduate student does not make timely payments, the medical insurance will be cancelled as of the end of the month for which the last payment is received. If the graduate student does not return from leave, the medical insurance will be cancelled as of the end of the month in which the graduate student is separated and any other benefits will be cancelled as of the date of separation. For more details, please contact Human Resources – Service Center at 765-494-2222 or e-mail at <mailto:hr@purdue.edu>.

A. Vacation and Holidays

Refer to the standard on [Graduate Student Staff Benefits \(S-3\)](#) for a detailed description of available vacation leave and holidays.

Graduate students transferring from a fiscal-year graduate staff position to another fiscal-year graduate staff position may transfer accrued vacation to the new position, as long as there is no break in service. When there is a break in service between a graduate student's fiscal-year graduate staff appointment and another fiscal-year graduate staff appointment, the following policies shall apply:

- If available, accrued vacation may be used to bridge employment and benefits.
- If accrued vacation balance is unable to bridge the time between appointments, a termination and rehire is appropriate and accrued vacation is forfeited.

#### B. Sick Leave and Family Sick Leave

Refer to the standard on [Graduate Student Staff Benefits \(S-3\)](#) for a description of these two leaves of absence. "Employee illness" is defined as a staff member's own illness, disabling injury, or pregnancy. This includes childbirth and complications of pregnancy, miscarriage, abortion, and confined recovery therefrom, for the period during which the employee is unable to perform normal duties as determined by a physician.

#### C. Family and Medical Leave Act of 1993 (FMLA)

The "Family and Medical Leave Act of 1993" provides provision for time off for an employee's own serious health condition, to take care of a family member with a serious health condition, to give birth, to adopt, or to place a child in the employee's home for foster care. In order to be eligible for leave, under the FMLA, graduate staff must have been employed at Purdue for 12 months, consecutive or non-consecutive, and have worked at least 1,250 hours in the 12 months preceding the date leave commences. FMLA states that up to 12 work-weeks of leave per year are available. If the leave is taken for an employee's own serious health condition or a family member's serious health condition, and the employee has accrued unused paid sick leave and qualifies for paid sick leave, the must use the paid sick leave during the FMLA leave. A request for FMLA leave should be initiated through the SuccessFactors system. Further information on FMLA is available by contacting or Human Resources – Employee Benefits at 765-494-2222 or e-mail at [hr@purdue.edu](mailto:hr@purdue.edu).

#### D. Bereavement Leave

This leave is available to benefits-eligible graduate staff on the West Lafayette and Northwest campuses. On the Fort Wayne campus, contact the Office of Graduate Studies for eligibility.

- Up to five workdays over six consecutive calendar months for the death of the employee's spouse, parent, child, grandparent, great grandparent, grandchild, or

sibling, and corresponding in-law or step-relative, and corresponding step-relative of the employee's spouse.

- Up to five workdays over six consecutive calendar months for the death of the employee's uncle, great uncle, aunt, great aunt, niece, great niece, nephew, great nephew, cousin, or corresponding relative of the employee's spouse if the relative lived in the employee's home.
- Up to one workday for the death of the employee's uncle, great uncle, aunt, great aunt, niece, great niece, nephew, great nephew, cousin or corresponding relative of the employee's spouse if the relative did not live in the employee's home.
- Up to one workday to attend the funeral of a fellow employee, subject to the staffing needs of the employee's department as determined by the head of the department.

#### E. Jury and Witness duty

This leave is available to benefits-eligible graduate staff on the West Lafayette and Northwest campuses. On the Fort Wayne campus, contact the Office of Graduate Studies for eligibility. Refer to the standard on [Graduate Student Staff Benefits \(S-3\)](#) for a detailed description of this type of paid leave.

#### F. Military Leave

This leave is available to benefits-eligible graduate staff on the West Lafayette and Northwest campuses. On the Fort Wayne campus, contact the Office of Graduate Studies for eligibility. Graduate staff who are USERRA-eligible are entitled to a leave of absence for military duty. Benefits-eligible graduate staff who are under authority to report for 15 days or less are granted leave without loss of benefits, time, or pay not to exceed 15 regular work days in any calendar year. Travel time required for reporting to the place of military duty is included in the 15-day allowance.

This policy is further outlined in University [Policy VI.E.2](#). Questions may be directed to Human Resources – Employee Benefits at 765-494-2222 or e-mail at [hr@purdue.edu](mailto:hr@purdue.edu).

#### G. Paid Parental Leave Policy

This leave is available to benefits-eligible graduate staff on the West Lafayette and Northwest campuses. On the Fort Wayne campus, contact the Office of Graduate Studies for eligibility. Paid parental leave is provided to eligible graduate student staff on the West Lafayette campus in accordance with the policy on [Paid Parental Leave \(VI.E.3\)](#). To qualify, staff must have been employed by the University for at least one continuous year (12 months), with at least one appointment of 0.50 FTE (half time) or more, in a benefits-eligible position. An eligible employee who is the birth or adoptive parent of a newborn or newly adopted child may receive up to 240 hours of paid parental leave for recovery from childbirth and/or to bond with the newborn or newly

adopted child. If both parents are employed by Purdue University, each parent may receive up to 240 hours of paid parental leave. This leave is based on 100 percent fulltime equivalency and is available for a 12-month period following birth of a child or following placement of a newly adopted child in the eligible employee's home. The eligible employee must give his or her supervisor at least 30 calendar days advanced notice of the need for leave, or as soon as is practical. Questions may be directed to Human Resources – Employee Benefits at 765-494-2222 or e-mail at [hr@purdue.edu](mailto:hr@purdue.edu).

## MEDICAL INSURANCE

### A. Graduate Staff and Fellowship Medical Insurance Options (West Lafayette Campus Only)

Those employed in a graduate staff position(s) which carries a minimum of 0.50 FTE/half time/20 hours per week or more or a graduate student with a fellowship administered as an assistantship on the West Lafayette campus are eligible for benefits, including the University-subsidized Graduate Staff Health Plan which is administered by Academic HealthPlans (AHP) in conjunction with Anthem Blue Cross Blue Shield. Benefits-eligible graduate staff members will be contacted by AHP via email with instructions on enrolling in medical insurance through AHP and in voluntary benefits through Benefitfocus, Purdue University's online enrollment tool for employees, once their employment has been entered (Note: A valid Social Security Number is required to be on file in order to gain access to the Benefitfocus enrollment portal). In the meantime, benefits information can be found on the Graduate Staff Benefits website.

In the event you lose your eligibility for graduate staff benefits (e.g., separation, loss of qualifying FTE), your medical insurance will be canceled at the end of the month in which you were last eligible.

Eligible graduate staff members who enroll in the medical plan will arrange to pay for their premiums directly with AHP. Coverage is continuous, including the summer, as long as the graduate staff member is employed in an eligible position(s). For policies about maintaining graduate staff health insurance while on Leaves of Absence, please see page 24 and 25.

Those employed in a graduate staff position(s) which **do not** carry a minimum of 0.50 FTE/half time/20 hours per week or more are **not** eligible for participation in the University-subsidized Graduate Staff medical insurance. These graduate staff should refer to the Purdue University Student Health Service (PUSH) website to view benefits for Domestic Students or for International Students based on their citizenship status.

Fellowship recipients who do **not** have an eligible graduate staff appointment as defined above are **not** eligible for participation in the University-subsidized Graduate Staff Health

Plan. Fellows should go to the [PUSH website](#) to view benefits for Domestic Students or for International Students based on their citizenship status.

These plans are designed to meet University guidelines for required insurance coverage for all international graduate staff. International students who wish to waive coverage and who are eligible to do so must show proof of other eligible coverage. Additional information pertaining to this process can be found on the [AHP's Waiver site](#).

#### B. Purdue University Student Health (PUSH) Center (West Lafayette Campus Only)

Full-time registered Graduate Students receive no-charge office visits at PUSH for illness or injury. More information on this can be found on the [PUSH website](#). Some services at PUSH may require a copayment.

Some PUSH services are charged on a fee-for-service basis. These include radiology and laboratory tests, minor procedures performed by healthcare providers, and medications and supplies used.

### VOLUNTARY BENEFITS

Benefits-eligible graduate staff members, like other Purdue employees, are able to purchase optional insurance coverage and legal services through companies that have been vetted by the University. Although the University does not subsidize these programs, the University enables employees to receive group rates. For some benefits, the University allows premiums to be collected via Payroll deduction. Enrollment into dental and other voluntary benefits is handled through Benefitfocus, Purdue University's online enrollment tool for employees. Benefits-eligible graduate staff members will receive an email with instructions on enrolling in voluntary benefits through Benefitfocus once their employment has been entered and a valid SSN is on file. For more information, please visit the Graduate Staff Dental Insurance page for the summary of dental coverage available through Delta Dental and the Voluntary Benefits page for other voluntary benefit options. Note for international students: You may not receive this email if your SSN isn't obtained and in the employment system within 30 days of hire. If you haven't gained access to Benefitfocus within 30 days of hire, please reach out to Human Resources at 765-494-2222 or <mailto:hr@purdue.edu>.

In the event you lose your eligibility for graduate staff benefits (e.g., loss of funding, separation, loss of qualifying FTE), your voluntary benefits will be canceled as of the last date of benefits eligibility.

Purdue offers all employees, including students, the opportunity to contribute some of their salary to a tax-favored retirement program through automatic payroll deductions. Employees may enroll, change or stop participation at any time. The University offers pre-tax and Roth savings options with a range of investment alternatives. Funds are immediately vested and may be retained or rolled over upon separation from Purdue. Individuals interested in enrolling should call Human Resources – Employee Benefits at 765-494-2222 or e-mail at <mailto:hr@purdue.edu>.

#### A. CHANGES TO BENEFITS

You may only elect your medical plan and other benefits during the open enrollment period; however, you are permitted to make certain changes to your plans mid-plan year (August– July) with an appropriate Qualifying Life Event (QLE) and supporting documentation:

- Add/Enroll into a plan
  - o QLE: Involuntary loss of coverage (e.g., aging off of a parent's plan)
- Drop a plan
  - o QLE: Gaining coverage under another plan, leaving the US
- Add Dependents to an existing plan
  - o QLE: Marriage, birth or adoption, arrival of family members to the US
- Drop Dependents from an existing plan
  - o QLE: Divorce, death, departure of family members to the US

You may not change from the graduate staff medical plan to the student medical plan or vice-versa in the middle of the plan year.

Required documentation includes proof of event and proof of dependent relationship. Examples: Proof of loss/gain of coverage, proof of arrival/departure of family members to the US, marriage certificate or divorce decree, birth/naturalization/adoption certificate, tax return for prior or current year (verifies dependent relationship to student).

To make changes, you must complete a QLE form and submit it along with your corresponding documentation to AHP within 30 days of your QLE date (e.g., first day without coverage for a loss of coverage, date of birth for a newborn). **If you do not complete this process within that time, you will not be permitted to make changes again until the next open enrollment without another QLE.**

### RISK MANAGEMENT PROGRAMS

Graduate Staff employed 0.25 FTE or more and graduate students with fellowships administered as assistantships are eligible for benefits through Risk Management Programs.

#### A. Automobile Liability Insurance

The University carries liability insurance on all University-owned trailers and self-propelled vehicles that are used on public thoroughfares. Authorized vehicle operators are protected against third-party claims for bodily injury or property damage while operating within the scope of their duties on behalf of the University. This insurance includes non-ownership liability coverage to protect the University when privately owned vehicles are driven on University business. This coverage also protects the



personal liability of a person properly authorized to drive a private vehicle on University business and on behalf of the University. This coverage, however, is in excess over that carried by the owner of the private vehicle—and responds only if and when that coverage is exhausted. No coverage is provided by the University for Physical Damage to non-University vehicles. The protection afforded individuals by the University’s automobile liability is contingent upon use of the vehicles in accordance with authority given by the University. Further details may be obtained from the Office of Risk Management.

#### B. Comprehensive General Liability Insurance

Graduate staff, while acting in the course of and within the scope of their duties as assigned by the University, are covered by Comprehensive General Liability Insurance. The coverage provides protection against claims brought by third parties for occurrences that arise out of University activities and result in bodily injury, property damage, or personal injury to third parties. Further information is available by contacting the Office of Risk Management.

#### C. Worker’s Compensation Benefits

The Worker’s Compensation and Occupational Disease Act of Indiana provides coverage for University employees (including graduate staff) who are injured while performing duties assigned as an employee of the University. This applies to injuries on the premises of the University and while traveling on University business. Worker’s Compensation pays for approved medical expenses and for lost time, as stipulated by the Act. Claims are filed using the [First Report of Injury Form](#). For more information, see the [Purdue Worker’s Compensation website](#).

### MISCELLANEOUS

#### A. Parking

All parking on the West Lafayette Campus is regulated and available for a fee. Graduate staff members who are employed three-quarter-time or more are eligible for one of two classifications: an A permit or a B permit. Graduate staff employed less than three-quarter time are eligible to purchase a C permit which provides limited parking availability. For more information about parking, go to the [Purdue University Parking website](#).

Information regarding parking at one of the system-wide locations may be obtained by contacting the Police Department at that campus.

For parking information at the regional campuses, please contact parking facilities at the specific campus:

- [Purdue Fort Wayne](#)



- [Purdue Northwest Campuses](#)

## B. Other Programs Available to Graduate Staff

The following programs are provided to graduate students:

1. Athletic Tickets – optional at the staff fee rate
2. Convocations and Lectures – student discount privilege
3. Recreational Gymnasium – included in the fees paid by the student

## LISTING OF REFERENCE DOCUMENTS

### APPENDIX A

#### EXECUTIVE MEMORANDA OR POLICY

	<u>Title</u>	<u>Current Issue Date</u>
III.A.1	<a href="#">Amorous Relationships</a>	May 1, 2018
VI.F.11	<a href="#">Terms and Conditions of Employment of Graduate Student Staff</a>	January 1, 2018
III.B.4	<a href="#">Political Activities</a>	January 29, 2015
C-18	<a href="#">Compensation Policies for University Staff Members Participating in Continuing Education Activities</a>	April 1, 1991
VI.F.12	<a href="#">Academic-Year Employment</a>	October 1, 2018
VI.D.2	Grievances by Postdoctoral Researchers, Graduate Student Personnel, Clinical Residents and Clinical Interns	April 1, 2013
VI.E.1	<a href="#">Family and Medical Leave Act</a>	January 1, 2018
VI.E.2	<a href="#">Leave of Absence</a>	October 1, 2019
III.A.2	<a href="#">Research Misconduct</a>	March 1, 2018
I.A.1	<a href="#">Intellectual Property</a>	January 26, 2017
III.C.1	<a href="#">Anti-Harassment</a>	September 12, 2019
III.C.2	<a href="#">Equal Opportunity, Equal Access and Affirmative Action</a>	July 1, 2018
III.B.2	<a href="#">Individual Financial Conflicts of Interest</a>	January 1, 2019
III.B.1	<a href="#">Conflicts of Commitment and Reportable Outside Activities</a>	January 1, 2019

#### OTHER REFERENCE DOCUMENTS

Offer Letter Templates: <https://www.purdue.edu/gradschool/fellowship/fellowship-resources-for-staff/index.html>

*Calendar of Pay dates*

*Graduate Staff Salaries: Graduate School Prior Approval Requirements*

*Policies and Procedures for Administering Graduate Student Programs*

*Policy Concerning Graduate Assistants or Fellows Called to Active Military Service*

*(R.L. Ringel memorandum dated October 31, 1990)*

*Procedures for Resolving Complaints of Discrimination and Harassment (Revised July 1, 2018)*

*Purdue University Graduate Staff Appointments and Monthly Salaries Sheet*

*Summer Tuition and Fee Waivers for Teaching Assistants (T. P. Adler memorandum dated March 27, 1986)*

*Student Regulations*

## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT OF ALL GRADUATE STUDENTS AT PURDUE**

### **APPENDIX B**

1. To be eligible to hold any graduate staff appointment, during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work. Graduate staff employment is incident to graduate study.
2. Continued employment is subject to the availability of funds. The employment of graduate staff may be terminated prior to the expiration of the stated employment period or the compensation reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to but not beyond the date of such termination.
3. The staff privileges available to graduate student employees are set forth in the *Graduate Staff Employment Manual*. Copies of applicable pages are available from heads of graduate programs or departmental business offices. All staff members, including graduate staff employees, are expected to become familiar with and abide by the administrative procedures of the University as well as its rules and regulations in effect, from time to time, as set forth in the University policies, actions of the president, faculty, and Board of Trustees. Employees engaged in teaching are expected to become familiar with the regulations relating to students.
4. Continuation of graduate staff employment is conditional upon satisfactory performance of the work assigned and/or satisfactory academic progress. The employment of any graduate staff member may be terminated at any time prior to the expiration of the stated employment period by the University for just cause, which includes but is not limited to inadequate performance, lack of progress toward degree, budgetary constraints or misconduct, which includes the repeated or serious violation of University rules,

regulations or policies. No extension or renewal of the employment renewal of the employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to such student. Graduate student employment is subject to the University's policy on Intellectual Property (I.A.1)

5. Graduate programs may have additional terms and conditions; however, these terms and conditions may not be in conflict with the contents of this manual.

## PURDUE UNIVERSITY GRADUATE STAFF APPOINTMENTS AND MINIMUM SALARIES

### APPENDIX C

#### GRADUATE STAFF APPOINTMENT ANNUAL MINIMUM SALARIES

**2021 - 2022**

Position Title	ACADEMIC YEAR				FISCAL YEAR			
	25.00 CUL	50.00 CUL	75.00 CUL	100.00 CUL	25.00 CUL	50.00 CUL	75.00 CUL	100.00 CUL
<b>Graduate Lecturer - West Lafayette</b>	\$8,737	\$17,474	\$26,210	\$34,947	\$10,484	\$20,968	\$31,452	\$41,936
<b>Graduate Staff - West Lafayette</b>	\$7,956	\$15,912	\$23,867	\$31,823	\$9,547	\$19,094	\$28,640	\$38,187
<i>Graduate Administrative/Professional</i>	Bi-weekly \$418.74	Bi-weekly \$837.47	Bi-Weekly \$1,256.16	Bi-weekly \$1,674.89	Bi-weekly \$367.19	Bi-weekly \$734.38	Bi-weekly \$1101.54	Bi-weekly \$1468.73
<i>Graduate Research Assistant</i>	Hourly \$20.94	Hourly \$20.94	Hourly \$20.94	Hourly \$20.94	Hourly \$18.36	Hourly \$18.36	Hourly \$18.36	Hourly \$18.36
<b>Graduate Staff - Purdue Ft. Wayne</b>								
<i>Graduate Administrative/Professional</i>	\$6,896	\$13,793	\$20,689	\$27,585	\$8,276	\$16,551	\$24,827	\$33,102
<i>Graduate Research Assistant</i>								
<i>Graduate Teaching Assistant</i>								
<b>Graduate Staff - Purdue Northwest</b>								
<i>Graduate Administrative/Professional</i>	\$5,630	\$11,260	\$16,890	\$22,520	\$6,758	\$13,516	\$22,302	\$29,736
<i>Graduate Research Assistant</i>								
<i>Graduate Teaching Assistant</i>								

***Based on Individual Campus Salary Policy***

1. Policies for graduate staff and degree and registration requirements for all graduate students are outlined below.
2. All appointments require that services be performed at the Capacity Utilization Level (FTE) specified.
3. Unless a graduate staff appointment of at least 0.50 FTE is held, no graduate staff appointment of less than 0.25 FTE may be made. Two 0.25 FTE staff appointments are permitted.
4. A combination of appointments is possible. Appointments beyond 0.50 FTE, to a maximum of 1.00 FTE, may be made with prior approval from your advisor, your Associate Dean of Graduate Education and the Graduate School. Additional graduate staff appointments must be at least 0.05 FTE and a maximum of 0.20 FTE, as long as the graduate staff member already holds at least a 0.50 FTE position or two 0.25 FTE positions.
5. Each college will establish graduate staff salaries appropriate for their departments within the limits established by this document. Salaries of continuing appointees will be reviewed annually. Adjustments for merit and/or increased responsibilities may be made by the department head.
6. University-wide salary levels will be reviewed periodically and revised as necessary.
7. Exceptions must be approved by the Dean of the Graduate School.

## **POLICIES FOR GRADUATE STAFF**

### **APPENDIX D**

1. To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period. (Graduate staff on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules.) When appropriate, graduate staff may register for “Examination Only” or “Degree only.” For more information, see *Policies and Procedures for Administering Graduate Student Programs* (Section V-G-2.)
2. Students must be engaged in the type of activity for which their position is funded (e.g., students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.)
3. To be eligible for a Graduate Lecturer appointment, a student must have passed the preliminary examination. In addition, a Graduate lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 69900, and have served as a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer. A Graduate Lecturer normally teaches courses greater than the 10000 level.

4. Exceptions must be approved by the dean of the Graduate School.

### DEGREE AND REGISTRATION REQUIRMENTS FOR ALL GRADUATE STUDENTS

In fulfilling degree requirements, a maximum of 18 credit hours (from one or more institutions) will be allowed from any one semester. A maximum of 9 credits (from one or more institutions) taken during Summer Session, are permitted to fulfill graduation requirements.

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C- or better (B- or better for 30000- or 40000- level courses) that appear on the plan of study and the appropriate number of research credit hours (69800 and 69900) with grades of S that appear on the Purdue University transcript.

1. Master's Degree:
  - a. At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
  - b. More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
  - c. At least 30 total credit hours are required.
2. Doctor of Philosophy Degree:
  - a. At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
  - b. At least 90 total credit hours are required.
  - c. A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program.

## BUSINESS OFFICE CHECKLIST FOR NEW/CONTINUING GRADUATE STAFF

### APPENDIX E

Obtain information from department head, departmental graduate office, and/or department schedule deputy regarding new graduate staff.

Check the following for each **new** graduate staff member:

- Student is registered for at least three credit hours of graduate-level course and/or research work.
- Student is enrolled in a graduate degree or teacher license program
- Pay is within approved salary rates.
- Primary appointment is 0.25, 0.50, 0.75, or 1.00 FTE.
- If student has fellowship appointment, note any restrictions on employment.
- If student is employed in another department, information is available in SAP.
- If student is assigned additional duties requiring an increase in FTE, ensure that increased FTE is added to existing positions of 0.50 FTE or greater.
- If student is an F-1 or J-1 international, appointment is not greater than 0.50 FTE.

Employee should complete the following on or before **First Day of Work**:

U.S. Citizen or Permanent Resident	International Student
Electronic <i>Form I-9</i> Employment Eligibility Verification	Electronic <i>Form I-9</i> Employment Eligibility Verification
	Glacier documentation, including <i>Form W-4</i> Employee's Withholding Allowance Certificate and <i>Form WH-4</i> Employee's Withholding Exemption and County Residence Certificate (Indiana)

Employee should complete the following in ESS after their appointment is active in SAP (on or after the hire date).

U.S. Citizen or Permanent Resident	International Student
Personal information (includes address, phone number and education)	Personal information (includes address, phone number and education)
Self-identification information	Self-identification information
Direct deposit information	Direct deposit information
W4/WH4 tax withholding information	

Additional Forms or Information that can be given to the employee:

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- List of Pay Dates
- *Form PP SS-P 18* Parking Permit application, along with Form PP-SS-PF 22 student A or B Parking Permit application
- *Payroll Form 52* Certificate of Residence

Review the following SuccessFactors-Onboarding Resources <https://sharepoint.purdue.edu/sites/treasurer/bpr/training/SitePages/onboardTR.aspx> for step-by-step procedures:

- Hiring - Student
- Change in Pay – Graduate Staff
- Separation (Termination) – Graduate Staff (RA, TA, GL, A/P)
- Transfer

## **The Purdue University Graduate School**

WEST LAFAYETTE,  
FORT WAYNE, INDIANAPOLIS, NORTHWEST

*For further information, contact:*

The Purdue University Graduate School

Young Hall, Room 170

155 S. Grant Street

West Lafayette, IN 47907-2114

Telephone: (765) 49-42600

Email: <mailto:gradinfo@purdue.edu>

Purdue University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce.  
December, 2018