

# Academic Student Employees (ASEs)



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What we are going to cover:

- Hiring Process
- Appointment Dates & Eligibility
- Appointment Notification & Offer Letters
- Job Descriptions
- Job Titles & Classifications
- Salary Schedule
- Summer non-registered Graduate ASE appointments
- Fee & Tuition Waivers
- Graduate Appointee Insurance Plan (GAIP)
- Holidays
- Sick Time Off & Vacation

<https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>



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# Student Hiring Process

1. Department will identify the candidate and confirm student employment eligibility.
  - Units can post positions and recruit students via Handshake.
2. Determine if a [Sexual Misconduct Declaration \(SMD\)](#) and/or [Background Check](#) are required. Please send HR the student's name, UW Net ID, and funding work tags to initiate an SMD or background check process. **Allow up to 2 weeks for background checks.**
  - SMD required for all grad students (student assistants and ASEs)
3. Complete Student Employment Form & Offer Letter and then submit to UWT HR.
4. If a background check is required – once the screening clears, HR will enter the hire into Workday. **Allow up to 1 week for Workday approvals.**
5. Once the hire is approved in Workday – the student will receive Workday Onboarding emails; this does not include “Additional Jobs”. It is best practice for the student employee to complete Workday Onboarding tasks prior to their start date.



Please note: 1-9 work authorization must be completed **in person** within the first 3 days of employment. If the action is not completed, the student employee cannot perform work until the verification is complete in Workday. The student may be terminated after 7 days, if the work authorization is not complete.

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# ASE Appointment Dates & Eligibility

ASE appointments align with pay periods, not academic dates:

Autumn: 9/16 – 12/15

Winter: 12/16 – 3/15

Spring: 3/16 – 6/15

Summer: 6/16 – 9/15

**\*appointment dates are especially important for salaried ASEs as they drive tuition waivers\***

## CREDIT REQUIREMENTS –

- Hourly undergraduate & graduate students must be enrolled for a minimum of 6 credits
- Salaried graduate student employees must be enrolled in at least 10 credits during the regular academic year. For Summer Quarter, if they want to stay in the salaried appointment – they must be registered in at least 2 credits
  - If not enrolled in any credits, they can be transitioned into an hourly appointment for summer only.



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# Appointment Notification & Offer Letters

- Hiring unit shall provide a written letter or email offering an individual an appointment or reappointment:
  - Continuing students whose appointment begins Fall Quarter must be notified by June 1<sup>st</sup> with 2 weeks to respond.
  - Continuing students whose appointment begins any other Quarter, must be notified at least 30 days prior to the start of work, and have 1 week to respond.

Offer Letter & Job Description Templates:

<https://hr.uw.edu/labor/forms-and-templates>



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# Job Descriptions

3 weeks prior to commencement of each quarter, we must provide ASEs with job descriptions for the following quarter.

**\*\*If the ASE appointment is not expected to change, the documentation can be provided once at the beginning of the appointment\*\***

In the situation that the appointment or duties do change – the ASE must be provided with the new job description as soon as practicable, but no later than the first day of work.



# Job Titles & Classifications

## Hourly

- Reader/Grader: non-teaching/research academic assistance.
  - Undergraduate or Graduate Student
- Tutor: tutoring
  - Undergraduate or Graduate Student
- Undergraduate (UG) Teaching Assistant (TA): assist in teaching
- UG Research Assistant (RA): assist in research

## Salary

- Teaching Assistant (TA): Teaching
- Predoctoral Instructor: Teaching own class
- Research Assistant (RA): Research
- Staff Assistant: non-teaching/research academic assistance of a professional nature

\*Premaster, Postmaster, and Candidates levels\*



### Summer Only: Hourly

**Graduate Research Student Assistant (GRSA)**

**Graduate Teaching Student Assistant (GRTA)**

**Graduate Predoctoral Instructor (GPI)**

**Graduate Student Academic Assistant (GSAA)**

GTSA, GSAA, and GPI will be available for use starting Summer 2025

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# ASE Salary Schedule

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2023-2024 BASE RATE SALARY SCHEDULES

**TA/RA/SA**

Half-Time (50% FTE) Monthly Rates



## Academic Eligibility Level:

- Premaster – usually someone who has not yet received a master's degree.
- Intermediate – usually a graduate student with a master's degree.
- Candidate – usually a doctoral candidate.

## Schedules:

- Schedule 1 - for those employed at **least 50% FTE** for five out of the six pay periods (or two consecutive pay periods in summer)
- Schedule 2 - is for those employed **less than 50% FTE** and/or for less than five out of the six pay periods (or two consecutive pay periods in summer)
- Schedule 3 - is for those employed at **least 50% FTE** for five out of the six pay periods (or two consecutive pay periods in summer), **only to be used where an outside funding agency will not allow tuition to be charged to a project budget.**

JOB PROFILE	ACADEMIC ELIGIBILITY LEVEL (Part of Step in Workday)	SCHEDULE 1 (Part of Step in Workday)	SCHEDULE 2 (Part of Step in Workday)	SCHEDULE 3 (Part of Step in Workday)
Teaching Assistant	PREMASTER	\$2,664	\$4,552	\$2,664
Predoc. Teaching Associate I	INTERMEDIATE	\$2,863	\$4,751	\$2,863
Predoc. Teaching Associate II	CANDIDATE	\$3,076	\$4,964	\$3,076
Research Assistant	PREMASTER	\$2,664	\$4,552	\$2,664
Predoc. Research Associate I	INTERMEDIATE	\$2,863	\$4,751	\$2,863
Predoc. Research Associate II	CANDIDATE	\$3,076	\$4,964	\$3,076
Staff Assistant	PREMASTER	\$2,664	\$4,552	\$2,664
Predoc. Staff Associate I	INTERMEDIATE	\$2,863	\$4,751	\$2,863
Predoc. Staff Associate II	CANDIDATE	\$3,076	\$4,964	\$3,076
<b>TEACHING SERVICE ONLY</b>				
Predoc. Instructor	INDIVIDUALLY DETERMINED	\$3,076	\$4,964	\$3,076

\*\*Schedule 3 appointees also receive additional compensation each quarter equivalent to the resident operating fee of their specific tuition tier. Amount will vary by respective tier, and appointees should verify the amount with their hiring unit.

**\*\*2024-2025 salary schedule pending update\*\***

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# Summer non-registered Graduate Appointments

- Only to be used when students are not registered in Summer courses. If they are taking classes, they would continue their salary ASE appointment.
- The hourly rate is based on the 50% FTE ASE quarterly workload.
- When transferring to the hourly graduate appointment, please submit another Student Employment Form and Offer Letter to HR.

**Graduate Research Student Assistant (GRSA)**

**Graduate Teaching Student Assistant (GRTA)**

**Graduate Predoctoral Instructor (GPI)**

**Graduate Student Academic Assistant (GSAA)**

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# Fees & Tuition Waivers

- ASEs with a 50% FTE appointment, will receive a waiver for the quarterly operating fee, building fee, U-PASS fee, and technology fee. The student will be responsible for paying a number of required additional fees. The fees are typically adjusting in July of each year.
- Tuition waivers will happen automatically after the ASE appointment is fully approved in Workday and the student is enrolled in at least 10 credits.
  - If this happens too late and late fees are applied to the student account, the unit needs to reach out to SFS to request that they be removed.
- Breakdown of the fees should be included in the Offer Letter.
- 2024 -2025: \$344/quarter per [Office of Planning & Budgeting](https://www.tacoma.uw.edu/registrar/tuition-rates) tuition dashboard (<https://www.tacoma.uw.edu/registrar/tuition-rates>)

# Graduate Appointee Insurance Plan (GAIP)

## Eligibility:

- 10 Credits
- At least 50% FTE
- Paid on at least 5 out of the 6 pay days of the coverage period.
- Register for classes by the 10th day of each quarter.

\*Eligibility applies to Fall, Winter, and Spring Quarters. If student remains eligible throughout these 3 quarters, the student automatically receives Summer Quarter coverage\*

## Enrollment:

Students are automatically enrolled in GAIP once entered into Workday. Once enrolled, students receive email from Lifewise, the plan administrator.

NOTE: [Dates of GAIP](#) coverage are NOT retroactive to the beginning of the quarter for appointments which are entered late.

Coverage begins the first of the month following the appointment start date or the date the appointment was entered into Workday, if that date was AFTER the start of the appointment.

The cost of GAIP is charged to the hiring budget as a percentage of the salary in the form of the [payroll load rate](#).

<https://hr.uw.edu/benefits/insurance/health/graduate-appointees/gaip-eligibility-coverage-overview/>

# Holidays

- ASEs included in 11 UW holidays.
- UW recognizes there are religious holidays that are not currently UW holidays. We should make every good faith effort to accommodate an ASE who wishes to observe other recognized religious holidays.
- ASEs employed at 50% FTE for 3 or more quarters during 12 month period, starting 9/16 - earn one personal holiday.
- Holiday Taken Time Off must be tracked in Workday for salaried graduate ASEs – audited & entered by UWTHR.
- Hourly ASEs do not receive holiday credit/benefit.



# Sick Time Off & Vacation

## Sick Time Off:

- Salaried ASEs get 28 hours of sick leave for 9 – 12 month appointments
- If you will reappointment/extend someone on a quarter-by-quarter basis, please reach out to Employee Workday Help to have them manually add sick leave accruals.
- Hourly ASEs do receive sick time off; 1 hour for every 40 hours worked.

<https://hr.uw.edu/studentemployment/time-off-and-leave-policies/academic-student-employees/time-off-policies/>

## Vacation:

- Salaried ASEs, 50% or greater FTE, for 12 months will receive minimum of 20 hours per quarter paid vacation time off; awarded quarter-by-quarter (12 months = 80 hours).
- Salaried ASEs, 50% or greater FTE, for less than 12 months will have vacation time off prorated based on # of quarters of their appointment.
- Salaried ASEs appointment, less than 50% FTE, will receive paid vacation prorated based on # of quarters & FTE.
- Hourly ASEs do not receive vacation time off.
- Vacation Time Off is not tracked in Workday – vacation is generally taken during quarter breaks (as the 220 hours workload expectation is not exactly 20 hours each week of the quarter).



# Questions?



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