

# VCU Memo

Virginia Commonwealth University

## Graduate School

**DATE:** July 1, 2009

**TO:** Graduate Program Directors

**FROM:** Melissa W. Tyler  
Graduate School

**RE:** 2009-2010 Graduate Student Support

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Please note the following and share this information with all relevant faculty and staff. All graduate student funding, regardless of the source of funding, must be submitted to the Graduate School for processing.

Note the new tuition/fee rate for masters and doctoral students.

	Monroe Park Campus							
	Masters				Doctoral			
	Full-Time (9-15 credits)		Per Credit Hour (1-8 credits)		Full-Time (9-15 credits)		Per Credit Hour (1-8 credits)	
	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident
<b>Tuition</b>	<b>\$4,058.00</b>	<b>\$8,435.50</b>	<b>\$451.00</b>	<b>\$938.00</b>	<b>\$3,612.00</b>	<b>\$7,952.00</b>	<b>\$401.00</b>	<b>\$884.00</b>
University Fee	793.50	793.50	67.00	67.00	793.50	793.50	67.00	67.00
Activity Fee	28.00	28.00	4.00	4.00	28.00	28.00	4.00	4.00
Technology Fee	34.00	34.00	4.00	4.00	34.00	34.00	4.00	4.00
Health Fee	93.50	93.50	0.00	0.00	93.50	93.50	0.00	0.00
Capital Outlay Fee	0.00	204.00	0.00	17.00	0.00	204.00	0.00	17.00
<b>Total</b>	<b>\$5,007.00</b>	<b>\$9,588.50</b>	<b>\$526.00</b>	<b>\$1,030.00</b>	<b>\$4,561.00</b>	<b>\$9,105.00</b>	<b>\$476.00</b>	<b>\$976.00</b>
	MCV Campus							
	Masters				Doctoral			
	Full-Time (9-15 credits)		Per Credit Hour (1-8 credits)		Full-Time (9-15 credits)		Per Credit Hour (1-8 credits)	
	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident	Virginia Resident	Non-Virginia Resident
<b>Tuition</b>	<b>\$4,058.00</b>	<b>\$8,435.50</b>	<b>\$451.00</b>	<b>\$938.00</b>	<b>\$3,612.00</b>	<b>\$7,952.00</b>	<b>\$401.00</b>	<b>\$884.00</b>
University Fee	793.50	793.50	67.00	67.00	793.50	793.50	67.00	67.00
SGA Fee*	18.00	18.00	7.00	7.00	18.00	18.00	7.00	7.00
Technology Fee	34.00	34.00	4.00	4.00	34.00	34.00	4.00	4.00
Health Fee	93.50	93.50	0.00	0.00	93.50	93.50	0.00	0.00
Capital Outlay Fee	0.00	204.00	0.00	17.00	0.00	204.00	0.00	17.00
<b>Total</b>	<b>\$4,997.00</b>	<b>\$9,578.50</b>	<b>\$529.00</b>	<b>\$1,033.00</b>	<b>\$4,551.00</b>	<b>\$9,095.00</b>	<b>\$479.00</b>	<b>\$979.00</b>
* The SGA Fee is a flat fee of \$7.00 for part-time students.				Pharmacy MS & PhD students pay standard tuition & fee rates, but the Technology Fee is replaced with a flat \$100 Pharmacy Technology Fee.				

For more information, see the tuition, fees and other expenses calculator at [http://www.enrollment.vcu.edu/accounting/tuition\\_fees/calculator.html](http://www.enrollment.vcu.edu/accounting/tuition_fees/calculator.html).

**\*\* NEW: Policy Updates and Changes! \*\***

**Starting June 25, 2009, all Form I-9s must be processed electronically.** The only exception is for employees who work at remote locations and cannot bring supporting documents to VCU for review.

Here are instructions for accessing the HireRight Electronic Form I-9 at <https://www.hireright.com/login.aspx> and additional information concerning the process:

- For those PAs who **did** attend one of the recent “Legal Aspects in the Hiring Process” training sessions:
  - If you have PA access, you now have access to HireRight.
  - If you do not have PA access, your supervisor must request that for you through the remedy ticket process at <http://www.hr.vcu.edu/banner/security/> so you will have access to HireRight as well.
- For those PAs who **did not** attend the recent “Legal Aspects in the Hiring Process” training:
  - If you have PA access, you need to log into Blackboard to (1) review the HireRight Webex training (audio), the Form I-9 policy presentation from Challa Law, the HR presentation; and (2) take the quiz and pass with at least a score of 80%.
  - If you do not have PA access, your supervisor must request that for you through the remedy ticket process at <http://www.hr.vcu.edu/banner/security/> so you can complete the training above and have access to HireRight as well.

**Don't delay the hiring process for your department. Get started now on the access you need!**

**\*\* NEW: ImageNow Fax Instructions! \*\***

**Starting July 1, 2009, all new hire paperwork must be faxed into the ImageNow system instead of mail or hand-delivered to HR Ops. The instructions are as follows:**

1. Prepare your HR Documents as usual
2. Obtain appropriate Department/School/VP approvals
3. Fax documents to 827-8250
  - PAF in front
  - NO COVERSHEET

Note: This system works **solely** based on the ability to link documents to a **Person in Banner**. If a **person does not exist in Banner**, their paperwork **cannot be linked**. Therefore, please be sure the employee has been entered into Express Hire.

Additional Information:

When faxing more than one new hire packet, please fax each employee's paperwork separately. If it is just a PAF and letter, one faxed file for more than one employee is acceptable.

**Only fax documents that should be processed by HR Ops (PAFs and Supporting Docs). Items that should not be faxed:**

- Interview Notes
- Documents without the PAF attached
- Timesheet Amendments
- Documents with V#s

**\*\* Graduate assistant renewals can now be done by ePAF! \*\***

This change allows you to key renewals for graduate assistants directly into Banner (new hires still require a paper PAF and new employee documents). In addition to faster turnaround, here are some other advantages of the new on-line process:

- Key future-dated renewals for graduate assistants.
- View real-time status of the transaction.
- Update labor distribution for renewal dates without initiating a separate ePAF.

Please note that the graduate assistant renewal ePAF can only be used if the individual is returning to the same position number in the same Home ORG. For details, see the step-by-step instructions at [http://www.hr.vcu.edu/forms/NOAEPAF\(GREN\).pdf](http://www.hr.vcu.edu/forms/NOAEPAF(GREN).pdf)

Questions about the ePAF? Contact HR Operations at [pafs@vcu.edu](mailto:pafs@vcu.edu) or 827-1770.

**\*\*Graduate/Research/Teaching Assistants - complete on-line student application at eJobs@VCU \*\***

All newly hired and rehired\* graduate/research/teaching assistants who are paid through VCU payroll must complete an on-line student application through eJobs@VCU at <https://www.vcujobs.com/>

Once on eJobs, the individual should click on "Student Application" under "Create New Application" and follow the on-line application process. Please inform the individual that he/she is not applying using eJobs, just completing, printing, and submitting the application to the hiring school/department/unit as part of the new hire paperwork.

The on-line application process ensures the following:

- The hiring school/department/unit will have an accurate record of the individual's eligibility to work.
- The individual will be informed that a criminal conviction background check is a condition of employment.
- The school/department/unit will have an opportunity to review disclosed convictions prior to hire.

When personnel administrators and/or hiring managers submit new hire materials for these applicants, they will include a printed copy of the eJobs student application with their paperwork. A completed application packet will ensure that there is no delay in processing new hire paperwork.

**Please note that Human Resources will not process new hire paperwork without an on-line student application, an electronic Form I-9, and the employee's eConsent in HireRight or fingerprinting, if position is designated as "sensitive."**

For more information, see the New Hire and Rehire Quick Reference Guide at <http://www.hr.vcu.edu/jobs/QuickReferenceNewHire.pdf>

\*Graduate/teaching/research assistants who have been separated from VCU for a period greater than 4 consecutive months.

**Assistantship types**

<b>ECLASS</b>	<b>Banner Position Class</b>	<b>Pooled Pos. No.</b>	<b>Description</b>
<b>G9</b> Graduate Assistant - 9 month	Grad Asst Student Worker (GASW)	AF0009	May be E&G or grant funded. No limit to number of GASW's allowed. It is a function only of amount of money available to fund (administrative/ non-teaching/non-research). Graduate Assistants usually internally funded provide some form of service that does not involve teaching, or at most minimal teaching. There may be a very wide range of services provided by graduate assistants including both research and non-research activities, but primary is the fact that the services provided by GAs are not directly related to teaching and their funding is from internal institution sources. <b>Graduate Assistant</b>
	Grad Asst Sponsored Funds (GASF)	TR0009	No limit to number of GASF's allowed. It is a function only of amount of money available to fund such positions from grant and/or overhead funds. Graduate Teaching/Research Assistants/Externally funded are identical to GAs except that the funding for these assistants comes from external sources (e.g., NSF, External Contracts). <b>Graduate Teaching/Research Assistant</b>
	Grad Asst E&G (GAEG)	Individual TA#	Approved for unfunded scholarship tuition support. E&G funded. Tuition paid by school, department or the Graduate School. Position number assigned by Graduate School. Stipend paid by school or department. Teaching Assistant normally provides services directly related to the instructional mission of the institution. TAs may be involved in activities such as leading discussion, lab, section, grading papers, teaching individual sections, etc. The critical aspect of support for teaching assistants is that the students provide services to the institution and their stipends are dependent upon services related to teaching. <b>Graduate Teaching/Research Assistant</b>
<b>GA</b> Graduate Assistant - 12 month	Grad Asst Student Worker (GASW)	AF0012	May be E&G or grant funded. No limit to number of GASW's allowed. It is a function only of amount of money available to fund (administrative/ non-teaching/non-research). Graduate Assistants usually internally funded provide some form of service that does not involve teaching, or at most minimal teaching. There may be a very wide range of services provided by graduate assistants including both research and non-research activities, but primary is the fact that the services provided by GAs are not directly related to teaching and their funding is from internal institution sources. <b>Graduate Assistant</b>
	Grad Asst Sponsored Funds (GASF)	TR0012	No limit to number of GASF's allowed. It is a function only of amount of money available to fund such positions from grant and/or overhead funds. Graduate Teaching/Research Assistants/Externally funded are identical to GAs except that the funding for these assistants comes from external sources (e.g., NSF, External Contracts). <b>Graduate Teaching/Research Assistant</b>
	Grad Asst E&G (GAEG)	Individual TA#	Approved for unfunded scholarship tuition support. E&G funded. Tuition paid by school, department or the Graduate School. Position number assigned by Graduate School. Stipend paid by school or department. Teaching Assistant normally provide services directly related to the instructional mission of the institution. TAs may be involved in activities such as leading discussion, lab, section, grading papers, teaching individual sections, etc. The critical aspect of support for teaching assistants is that the students provide services to the institution and their stipends are dependent upon services related to teaching. <b>Graduate Teaching/Research Assistant</b>

- Required work maximum of 20 hours per week.
- Cannot hold more than one assistantship position: Precludes any other paid employment.
- Must be enrolled full-time (minimum 9 hours fall, spring; minimum 3 hours summer).
- Graduate assistants that will complete all requirements for graduation within 30 days after the start of the semester can register for less than the required full load. The thesis/dissertation must be submitted to the library and approved by the Graduate School before the 30 day timeframe. If not, the student must register for the required full credit hours for that semester.

**\*\* NEW: Graduate Student Support Form\*\***

The form is available online at [http://www.graduate.vcu.edu/pdfs/GSSform\\_2009-10.xls](http://www.graduate.vcu.edu/pdfs/GSSform_2009-10.xls). Please enter all relevant data to prevent the delay of award process.

**Graduate School funding:**

- Commonwealth of Virginia Tuition Assistance Award -  
**Source** - Scholarship  
**Name of Award** - SCHEV-school name (i.e. SCHEV-Pharmacy)
- Tuition Assistants (TA) -  
**Source** - TA  
**TA # only** - (i.e. TA0010)
- Approved out-of-state graduate tuition waivers -  
**Source** - select from AF0009, AF0012, TR0009 or TR0012  
**Name of Award** - GS-GTW
- Graduate School Assistantships -  
**Source** - select from AF0009, AF0012, TR0009 or TR0012  
**Name of Award** -GS-Assistantship

Please note that a personnel action form (PAF) must accompany the Graduate Student Support form for all newly hired students receiving an assistantship (AF0009, AF0012, TA, TR0009 or TR0012).

**Award Processing Procedure:**

Forward the entire graduate student support funding packet to your school/department Dean or Program Director for review/signature. Once approved please fax or send to Melissa Tyler in the Graduate School (P.O. Box 843051) for processing. **Do not email graduate student support forms.** Once received in the Graduate School, the award will be processed against the index/fund number indicated on the graduate student support form. If any revisions to the award(s) are made, please notify the Graduate School as soon possible. **Please note that graduate awards are processed in the order they are received in the Graduate School.**

Awards cancelled or replaced with another funding source must be reported to the Graduate School. If the index number for the new funding source does not have a fund number associated with it, you will need to submit a Request for Fund Number form ([http://www.enrollment.vcu.edu/finaid/docs/0910\\_fund\\_number\\_req.pdf](http://www.enrollment.vcu.edu/finaid/docs/0910_fund_number_req.pdf)) to Melissa Tyler in the Graduate School. If funding source is designated for tuition/fees only use account code **636022**. If the funding source is designated as student support and not restricted to tuition/fees use account code **636012**.

Please note, when awarding tuition and fees to student accounts from an Unfunded Account, no graduate student may receive above the tuition and fee amount.

**Unfunded and Funded Accounts**

<u>Unfunded Accounts</u>	<u>Funded Accounts</u>
1-XXXXX	5-2XXXX
2-XXXXX	5-3XXXX
3-XXXXX	5-4XXXX
5-3XXXX	6-4XXXX
4-XXXXX	8-8XXXX
8-88XXX	
8-89XXX	

For all continuing grants, if nothing changes except the index number, you may keep the existing fund number. Send Melissa Tyler an email with the old index number, new Index number, and fund number. **Please note, once new index number is linked to fund number, no changes can be made to the old index number.** Changes should not be made using budget journal entries between index numbers.

Questions about graduate assistants? Contact Melissa Tyler, VCU Graduate School, at [mt Tyler@vcu.edu](mailto:mt Tyler@vcu.edu) or 828-2261.