Hello my name is Employment Operations & Records (EOR)
EOR – Area of Expertise

- **Partners**
  - Work with the Graduate School, the Provost’s Office and all of campus

- **Employment-related questions**
  - Fair Labor Standards Act (FLSA)
  - Employment guidelines and policy
  - GAU bargaining agreement
  - Within the possibility of the myUFL system

- Tuition waiver (LOA) system questions
EOR – Our Lens

- Think of all our employees, holistically
**EOR – Our Lens**

- Main purpose of a GA appointment is to help further the academic pursuits of the student

- The appointment is meant to provide financial assistance and/or experience in their academic field
  - Typically has a tuition waiver (Letter of Appointment in myUFL)
Elements of a GA Appointment
Elements of a GA Appointment

- Acceptance to Graduate Program
- Requirements and Classification
- Employment Record
- Letter of Appointment (myUFL)
Acceptance to a Graduate Program
Acceptance to a Graduate Program

- Based on the offer – determines the GA appointment letter

### Graduate Assistants

Graduate appointments consist of two letters for each student. One letter is the academic appointment to their program with information on assistantship, the second letter is the letter of employment. Below are templates for both of these scenarios.

#### Graduate Student Admission with Funding

- Graduate Student Admission Letter with an Appointment as a GA/RA/TA
- Letter of Employment
- Letter of Employment – Provost Initiative

#### Graduate Student Admission Letter without Funding

- Graduate Student Admission Letter without Appointment as a GA/RA/TA
Why it Matters?

- It is a contract we must honor
  - Salary and Salary Plan
  - Duties and responsibilities
  - Contract dates
  - Eligible for a tuition waiver
- Bookmark the page
  - Changes may occur – don’t download

Why it Matters?

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  - Salary and Salary Plan
  - Duties and responsibilities
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Instructions:

1. Use this template for students you want to admit into your degree program AND offer financial support through employment as a graduate assistant (TA, RA, or GA).
2. Add other information that may be pertinent to the admission of the student.
3. Awards not related to a work assignment such as scholarships and fellowships, etc., can be included in this letter.
4. The details of the proposed GA appointment should be described in a separate letter of appointment.
5. If more than one academic or administrative unit are making commitments for employment, two separate Letters of Appointment should be provided to the student.
6. Remove language from header and footer.

Date: 
Name of Appointee: 
UFID: 
Classification Title: 
Employing Department/Unit: 
FTE: 
Annual [or Academic] Rate of Pay: 
Bi Weekly Rate of Pay: 
Begin Date: 
End Date: 
Evaluation Date: 
Special Conditions: 

Terms and Conditions:
Your duties and responsibilities include, but are not limited to: [Insert description of duties and responsibilities – Example – lecturing, teaching discussion sections, holding regular office hours, responding to the academic needs of your students, grading, assigning grades, course administration, preparation for the next semester, and other duties as assigned. If this appointment includes a research assignment, include the duties and responsibilities here]. Your work activities are to be coordinated with your supervisor, [insert name and title of supervisor].
Where to Find the Templates?

- [https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/](https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/)
Requirements & Classification
Requirements for GA Appointment

- Registered for classes
  - Appointment FTE does not interfere
- GPA – 3.0 or higher
- Within .25 - .75 FTE combined
- Salary minimums
  - Depends on length of appointment & FTE
- Typically follow academic year dates
Classification of a GA Appointment

- GA salary plans
  - 9- and 12-months
  - GASU

- Titles
  - What are the responsibilities of the GA?
    - Select: GA-T / GA-R / GA-G
Where to Find Additional Information?

- **Registration requirements:**
  [http://gradcatalog.ufl.edu](http://gradcatalog.ufl.edu)

- **Other requirements:**
  [https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/](https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/)
Employment Record
A GA is an Employee!

- Must complete all new hire paperwork
- Must complete I-9 timely
- Must be paid timely
- Are represented by a union
- May be eligible for GA-specific benefits
  - Including leave
A GA is an Employee!

- Any changes to their appointment must be documented
  - Changes to salary/FTE must be proportional to previous rate
- Are evaluated and must be able to perform their duties
- If employment issues arise, contact UFHR
- Terminations
  - Should adhere to semester dates
Helpful Links

- I-9 Information: https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/form-i-9/
Letter of Appointment
(myUFL)
In myUFL

- Key step for student to get their tuition paid
- Must be employed at least .25 FTE
- Must be entered at least two business days to fee payment deadline (the earlier, the better!)
- If LOA is not processed prior to cancellation day (2 weeks from semester start date) student can pay $1 to prevent registration from being dropped or late fee
In myUFL

- Begin and End date must match academic semester dates – no exception
- A funding source must be listed and the LOA must be linked to correct employment record
- Changes cannot be made once the semester ends – must be done manually
- Colleges have a tuition waiver expert that can assist with troubleshooting and cross-college waivers
Instructions and Troubleshooting

- What is Wrong with my Waiver: http://graduateschool.ufl.edu/media/graduate-school/pdf-files/LOA-Tuition-Waiver-Review.pdf
Instructions and Troubleshooting

- **Identify Errors Report:**
  Enterprise Reporting > Access Reporting > Human Resources Information > Workforce Information > Letter of Appointment – Waivers

- **Individual student information and LOA status:**
  Main Menu > Human Resources > Workforce Administration > UF Grad Letters of Appointment > UF Grad Waiver Status
Fellowships
A Fellowship...

- Is to pursue additional research, training, or teaching in order to pursue a career in academia, research, or any other fields
- Can be:
  - Pre-doc fellow (does not have a terminal degree)
  - Post-doc fellow (has a terminal degree)
- Requires Memorandum of Understanding
- Does not have an employee – employer relationship
  - Does not complete employment paperwork
A Fellowship…

- Can be paid as a bi-weekly installments, one-time or quarterly payments
- If pre-doc fellow, there are salary and registration requirements for tuition waiver
Helpful Links

- Memorandum of Understanding:
Upcoming Changes
Areas of Change

- **Gator Gradcare**
  - New information on the letter of employment for GAs regarding GatorCare
  - For returning GAs, no need to re-enroll in GatorCare
  - Newly hired GAs will have 60 days to enroll if they wish to participate
  - Questions? gabenefits@admin.ufl.edu / (352) 392-0003

- **In the works:**
  - Leave of Absence
EOR – How to Contact Us?

- Phone number: 273-1079
- Main email address: ufhr-employment@ufl.edu

- Cynthia Mendoza – HR Manager
  - cmmendoza@ufl.edu

- Nerea Anaya-Dominguez – Employment Specialist I
  - nanayadominguez@ufl.edu
Oral Proficiency in English Requirement for International Teaching Assistants
Requirements

- Florida state law + UF Graduate Council policy since 1984

- To appoint an international graduate student as a TA, UF needs to see an official oral proficiency score in English in GIMS:
  - TOEFL-IBT
  - UF SPEAK
  - IELTS is not accepted. Prior degree in US is not accepted
Exceptions

- Students from an officially-English-speaking country (ask graduate school if unsure)
- Grader/office hour TAs who are not teaching
Oral Proficiency in English requirement for ITAs

- Oral proficiency score determines if an international student can be appointed to teach.

<table>
<thead>
<tr>
<th>Test</th>
<th>Clear to teach</th>
<th>EAP 5836 Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL-IBT (Speaking)</td>
<td>28+/30</td>
<td>23 – 27/30</td>
</tr>
<tr>
<td>UF SPEAK test</td>
<td>55+/60</td>
<td>45 – 50/60</td>
</tr>
</tbody>
</table>

- SPEAK less than 45/60 or TOEFL-IBT (Speaking) less than 23 cannot teach.

- The 03-credits of the EAP course are eligible for a graduate tuition waiver.
English Proficiency Requirement for ITAs

- Questions?
Academic Spoken English

- Gordon Tapper, Coordinator and Senior Lecturer

- Contact Information:
  - gt@ufl.edu
  - Yon 314
  - 352 392-3286

- http://ase.ufl.edu (monthly SPEAK test sign up and EAP course information.)
Thank you!