

Q. What is the GSAS form?

A. The GSAS form is the appointment form used to appoint Teaching, Research, and other Graduate Assistants. To access navigate to the [myUK Enterprise Services tab](#) and select the [Workflow](#).

Q. How do I receive access to the GSAS system?

A. Contact [Kevin Johnson](#) to request either entry or view access. You will need your Org Unit number and your use rid.

Q. What hire date should be used for my RA/TA/GA?

A. Always start the payroll assignment for graduate students on the **first day** of a BW pay period

Q. How many hours per week can my graduate student work?

A. Graduate students are limited to 20 hours per week, however, if they meet the requirements, the DGS can submit an [Overload Request Form](#) for an additional assignment.

Q. Which graduate students are not eligible for an “overload assignment” assignment?

A. Graduates students in their first term of study, a cumulative GPA of less than 3.0, and/or anyone receiving fellowships or scholarships which prohibit additional aid.

Q. What is the Wimberly C. Royster memo?

A. In 1985 Dr. Royster worked with LFUCG to develop guidelines which would determine if Graduate Students are exempt from Local City Taxes. You can find the memo [here](#).

Q. When do I submit the LCT – Royster Memo form, and where can I find the form?

A. A new form should be submitted to the CAFE Business Center at the beginning of **every semester**. The form is linked to the CAFE Business Center [forms page](#).

Q. What should I do when the student graduates?

A. Complete a [Separation Form](#), enter the personnel action, and submit the form to the CAFE Business Center prior to the applicable payroll deadline.

Q. I am reviewing payroll and the graduate student’s pay looks way too low—what is wrong?

A. All graduate students are paid an exempt bi-weekly salary. Check the 8 screen to be sure it says PS Type 04 Salaried Exempt MCBW and WkHrs/period Bi-weekly

Subtype	0	Basic contract		
Salary			Cap.util.lvl	20.00
PS type	04	Salaried Exempt MCBW	WkHrs/period	16.00 Bi-weekly
PS Area	01	Main Campus		

If it does not, you will need process a [Position Update](#) on the correct person/perner, reason: Payroll Area Transfers. On 8 screen, change the PS type to 04 Salaried Exempt MCBW