

Graduate Assistant/Associate General Adjustment Information and Instructions

General Information:

State-funded Graduate Assistants and Associates (GAs) will receive a General Adjustment salary increase in the amount of \$350 prorated by FTE. The new pay-rate will be retroactive to July 1, 2007 for fiscal and August 13, 2007 for academic appointments. The retroactive portion for fall 2007 will be reflected in the December 7, 2007 paycheck.

It is University practice to compensate all individuals with similar assignments consistently regardless of their funding source; therefore, hiring units are expected to adjust the non-state funded GAs accordingly. If funds are insufficient to provide the General Adjustment, increases may be deferred until funds become available or no later than July 1, 2008. Deferred salary adjustments will NOT be retroactive.

At the hiring unit's discretion, graduate students employed on student wages may be compensated equally but may NOT receive a retroactive adjustment. The adjustments must be funded from existing department resources (no funding will be provided from central pools), and the normal PAF/PCF processing procedures will be required for its application.

Instructions:

- print the worksheets,
- verify them for accuracy,
- add eligible employees who did not print,
- document deferrals,
- obtain department administrator's and/or college signature(s), and
- return **ALL** worksheets to Systems Control including those without changes.

Timeline:

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| • Worksheets available in ISW | Mon | Oct 29, 2007 |
| • Worksheets due to Systems Control | Fri | Nov 9, 2007 |
| • Increases available for final review in PSOS & ISW | Mon | Nov 19, 2007 |
| • Deadline to contact Systems Control for corrections | Wed | Nov 21, 2007 |
| • Effective date of General Adjustment (Fiscal) | Sun | July 1, 2007 |
| • Effective date of General Adjustment (Academic) | Mon | Aug 13, 2007 |
| • First paycheck reflecting new rates | Fri | Dec 7, 2007 |

Deferrals:

To temporarily defer increases for positions funded by grant/contract and auxiliary/sales and service accounts:

- line through the General Adjustment amount listed for the individual whose funding cannot support the increase ,
- write 'insufficient funding' next to the individual's name and write the projected date the increase will be awarded on the right side of the worksheet, and
- obtain the department administrator's and/or College signatures.

If funds become available prior to July 1, 2008, submit a revised Notice of Appointment to reflect the adjusted salary.

Accessing the Worksheets:

The worksheets will be available on the ISW website and may be accessed at:

<https://www.fso.arizona.edu/isw/>

- click on Electronic Reports,
- click on the Departmental Payroll Administration folder, and
- print and review the following file:
General Adjustment Worksheets (GradAsst/Assoc)

Processing Questions:

Graduate College: Julie Treanor, jtreanor@grad.arizona.edu, 621-5193
Judy Goosherst, jgoosherst@grad.arizona.edu, 621-7785
Systems Control: Bob Verdugo, verdugor@arizona.edu, 621-5998