

Supervisors of Graduate Assistants

Payroll FAQ's



1.) How many hours does my GA have to work each week and how many hours are they allowed to work?

For a full time award, the hours per week are 17.5 for 15 weeks. Refer to your copy of the memo and contract from Graduate Admissions. The University recommends that any student not work more than 20 hours per week.

2.) Is the tuition waiver tied to hours worked?

Yes, at the end of each semester all hours worked will be compared with the hours listed in the GA's contract. If the required hours are not worked, the GA's waiver will be adjusted accordingly.

3.) Do GA's get paid for holidays?

No, Graduate Assistants are hourly student employees and not eligible for paid holidays. Students should make up the time as needed.

4.) How many total hours are required per semester?

AWARD	WEEKLY HOURS	TOTAL HOURS PER SEMESTER
Full-time	17.5	262.5
Three-Quarter Time	13.5	197
Half-Time	8.75	131.25
One-Quarter Time	4.5	65.75

5.) Do my GA's have to post hours in eTime? How do their hours get approved?

Yes, the GA's must post hours worked in eTime in order to be paid for their award. Supervisors must approve the hours by noon the Monday after payday or the GA's payment will be delayed.

6.) What if I want to pay my student for more hours?

Awards allow for the contracted amounts and hours only. The University recommends that students not work more than 20 hours per week however, students must be paid for all hours worked according to Federal Fair Labor Standards Law. If your budget allows, you can add your GA to eTime at minimum wage of \$7.25 per hour to pay additional hours.

7.) If I need help navigating eTime and approving hours, who do I contact?

To get customized support contact Payroll and Student Employment at any time. We can be reached by phone at 724-738-2069, and by email at payroll@sru.edu (if you choose this option, please allow one business day for a response). We are located in 203 Old Main.