

MICHIGAN STATE UNIVERSITY

December 2008

TO: All Departments
FROM: Payroll Division, Controller's Office
SUBJECT: Change in Graduate Assistant Payroll Period and Pay Dates from Monthly Pay to Biweekly Pay

MSU will move the graduate assistants from a monthly payroll period to a biweekly payroll period. This will affect the 2009 summer semester appointment process beginning in March 2009. The graduate assistant payroll will be consolidated with the student/labor biweekly payrolls effective June 5, 2009. This consolidation will address and resolve concurrent employment issues identified in the new integrated Human Resources/Payroll system (SAP) and **allow graduate assistants to hold and be paid for hourly student jobs.**

Impact to Graduate Assistant Employees

- Will be paid on a biweekly basis – paychecks issued every other Friday.
- **May 15, 2009 - The last monthly pay date.** Payment will be for spring semester appointments covering the period of 4/16/09-5/15/09.
- **Friday, June 5, 2009 - The first biweekly pay date.** This is the conversion pay date and graduate assistants will be paid the first pay for summer semester covering the period of 5/16/09-5/24/09. Graduate Assistants will be paid on a biweekly basis from this pay date forward.
- Graduate Assistants will receive their pay for graduate assistantships and any hourly student jobs in one check.

Impact to Departments

- Stipends will reflect both a monthly and biweekly amount in the Academic Human Resources systems.
- AHR due dates will remain unchanged as they still allow adequate time for payroll processing.
- Units will need to handle dual issues for a period of time. Appointments for spring semester 2009 will be monthly while appointments for summer and fall semester 2009 will be presented biweekly.
- Retroactive adjustments to appointments will need to be handled based upon original pay cycle. Prior to summer semester 2009, all adjustments will be reflected as monthly occurrences.
- Payroll and Fringes for graduate assistants will be posted each biweekly payroll.
- Budget impact should be minimal to fiscal year. Graduate assistant pay will be posted through June 21st to the 2008/2009 fiscal year.

Training Schedule

- Classes regarding "Graduate Assistant Appointments - Payroll & System Changes" have been scheduled for February and March 2009.
- Attendance is **strongly recommended** for all college and department level staff members who participate in the GA appointment process and utilize the E03 computer system.
- Training will include the impact of this transition to each step of the appointment process.
- Schedule will be published in the HR Odyssey spring catalog.

Questions/Issues

Can be directed to the MSU Payroll Office at 355-5010 or by email at payroll@msu.edu



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