

# Graduate Assistantship (GA) Start & End Dates by Term

GRA (Research) assistants may begin or end work at any time within a semester. The stipend will be prorated based upon those dates. GRA's who are hired for one-year appointments will normally begin their appointment on the 1st of July and end on the last day of June.

GSA (Support) and GTA/GTS (Teaching) assistants can be hired for a semester or for the combined fall and spring semesters. GSA's, GTA's, and GTS's who are hired for one-year appointments will require a Personnel Action Form (PAF) combining the fall and spring as well as a separate PAF for summer.

## PAF Due Dates

All Graduate Assistantship DocuSign PAF's should be submitted to the College of Graduate Studies by the following due dates for each semester:

Fall deadline: July 27<sup>th</sup>

Spring deadline: November 23<sup>rd</sup>

Summer deadline: April 27<sup>th</sup>

## Appointment Date Requirements

Type of Assistantship	Start Date	End Date
GRA (Research)	Flexible start date	Flexible end date
GSA (Support)	First day of class	Last day of classes
GTA/GTS (Teaching)	One week prior to first day of class	Last day of finals

### Summer 2024 Typical Start/End Date for GRA Appointments\*

Type of Assistantship	Start Date	End Date
GRA (Research)	6/1/2024	7/31/2024

### Summer 2024 Start/End Dates for GSA and GTA/GTS Appointments\*

Type of Assistantship	Term 1	Term 2	Both Terms
GSA (Support)	5/20/2024–6/18/2024**	6/24/2024–7/23/2024**	5/20/2024–7/23/2024**
GTA/GTS (Teaching)	5/13/2024–6/21/2024	6/17/2024–7/26/2024**	5/13/2024–7/26/2024

### Fall 2024–Spring 2025 Typical Start/End Dates for GRA Appointments\*

Type of Assistantship	Start Date	End Date
GRA (Research)	8/1/2024	5/31/2025
GRA (Research)	7/1/2024	6/30/2025

### Fall 2024–Spring 2025 Start/End Dates for GSA and GTA/GTS Appointments

Type of Assistantship	Fall 2024 Only	Spring 2025 Only	Fall 2024–Spring 2025
GSA (Support)	8/22/2024–12/6/2024**	1/16/2025–5/2/2025**	8/22/2024–5/2/2025**
GTA/GTS (Teaching)	8/15/2024–12/12/2024	1/9/2025–5/8/2025	8/15/2024–5/8/2025

\*GA appointments cannot cross over the fiscal year unless the appointment is for summer term only.

\*\*If the start date is after the 15th of the month (or if the PAF is received by Human Resources after the 15th of the month), the GA will not receive a paycheck for that month. That month's salary will be included in the next month's paycheck.

## General Salary/Pay Information

- GA salaries are determined by the department or college.
- GA's are paid on the last day of the month.
- If the start date is after the 15th of the month or if the PAF is received by Human Resources after the 15th of the month, the GA will not receive a paycheck for that month. Any salary specified on the PAF for that month will be included in the next month's paycheck.
- A GA who is graduating may not work after the last day of finals. If the student does not graduate, a Change PAF can be submitted to adjust the end date.

## Typical Payment Schedules

Type of GA	Fall Semester	Spring Semester
GRA (Research)	GRA's have prorated pay for partial months	GRA's have prorated pay for partial months
GSA (Support)	Equal Payments for September, October, November, and December	Equal Payments for January, February, March, and April However, if the appointment start date is after January 15th, equal payments for February, March, and April
GTA/GTS (Teaching)	Equal Payments for September, October, November, and December	Equal Payments for January, February, March, and April However, if the appointment start date is after January 15th, equal payments for February, March, and April

## Position Numbers and Account Codes

### GRA (Research) and GSA (Support)

- Position Numbers: XXX950 (master's) & XXX970 (PhD)
- Account Code: 61643

### GTA/GTS (Teaching)

- Position Numbers: XXX960 (master's) & XXX980 (PhD)
- Account Code: 61243

## For Additional Information

- More information about graduate assistantships is available on the College of Graduate Studies website at <https://www.tntech.edu/graduatestudies/ga-deptinfo.php>.
- TTU Policy 274 (Graduate Assistantships) is located at <https://www.tntech.edu/policies/>.
- Contact the College of Graduate Studies at 931-372-3233 or [gradstudies@tntech.edu](mailto:gradstudies@tntech.edu) with any questions.