

**Graduate Student Research Appointment Process**

**Overview**

The ERSO process for appointing GSRs provides clear and streamlined procedures for the PI/Faculty Supervisor, GSR and research administration.

**Pay Periods**

Consistent pay periods supported by the academic calendar provide continuity between periods as well maintaining compliance with Graduate Division eligibility rules related to GSR employment and fee remission programs.

Academic Period Pay Period

Fall: The Start Date for the Fall Semester - December 31

Spring: January 1 – The end date for the Spring Semester

Summer: The dates in between the end of Spring Semester and the beginning of Fall Semester

**Payment Method**

The use of the payroll automatic payment method, based on approved appointment title, percent of time, funding and established pay periods, eliminates monthly time card submission by the GSR.

The automatic payment method facilitates predictable results for financial projections and funding control, timely pay for the GSR and timely reporting to the Graduate Division.

**Financial Controls**

Monthly financial reports provide the mechanism for the monitoring and confirmation of the GSR’s status and funding availability by the PI/Faculty Supervisor and RSO.

Timely notification and submission of changes in status are critical to the process.

**Guidelines**

Guidelines for appointment authorizations and GSR fee remission program eligibility comply with university policy. Processing deadlines are documented.

ERSO RSOs, HR Operations and Payroll Services work in tandem with the PI/Faculty Supervisor and GSR to maintain and support the organization’s research mission.