

## *Budget Planning Guidelines for FY 2018 – Academic Units*

*2/16/17 REVISION – All Graduate Tuition Remission Rates are Subject to Change Pending Board Approval*

### Budgeting for Graduate Student Remission Charges:

Graduate assistants qualify for tuition benefits according to the number of hours worked per semester, with 100% tuition benefits (based on Graduate School tuition rates) earned for 390 hours (20 hours per week for 19.5 weeks, which is a 50% appointment.) Students appointed between 97.5 and 390 hours per semester will receive prorated tuition benefits; for example a 12.5% appointment (97.5 hours) would receive one quarter of the tuition amount and a 25% appointment (195 hours) would receive half tuition. As in the past, students appointed below the 12.5% level will not receive tuition benefits. Those students appointed between 12.5% and 25% only get the hourly benefit toward resident tuition. A student must have a 25% appointment (195 hours) in order to qualify for the waiver of non-resident tuition. All graduate assistants will be required to be on biweekly payroll.

Graduate assistants will be required to register for at least 6 credits (except for those in the special advanced Ph.D. categories described below.) Students (such as Masters students who have completed their coursework and thesis credits and part-time students) may petition to the Graduate School to register for fewer credits.

### Charges to Employers

1. The fringe benefit charge for tuition is a flat hourly rate that is set to recover the tuition benefit which the graduate assistant earns. Next year's projected roughly \$8,283 semester benefit (graduate school tuition) will be covered by an hourly charge of \$19.32 per hour for 390 hours of work plus a subsidy to the graduate assistant tuition remission pool. Because tuition rates have not yet been approved by the Board of Regents, the rate of \$19.32 is preliminary and reflects our best estimate at the time these instructions were written. This hourly rate will be charged to employers for every hour of work, even if the student works less than 12.5% or more than 50% time. Anticipated charges for graduate student tuition remission should be budgeted in account code 710300.

2. The graduate assistant health insurance benefits program will continue with similar benefits for graduate assistants and their enrolled dependents; the student will again pay 5% of the plan premium. The plan administrator will remain Health Partners. The health portion of the fringe rate for FY18 is 14.40% of salary.

### Ph.D. Candidates

1. Once a Ph.D. student has passed the preliminary oral exam and completed 24 doctoral thesis credits he/she is eligible for employment in one of four job classifications at a significantly lower tuition fringe cost. The student would receive the value of one credit of tuition. This benefit would be prorated for those appointed less than 50% time, as noted above. The employer would pay a corresponding hourly fringe rate estimated at \$3.07.

### Summer

1. The full benefit for 260 hours of graduate assistant employment during the 13 week summer period will equal the previous year's semester value. Students who work fewer than 260 hours will receive prorated benefits (except for summer session teaching assistants; see below.) Students may use this benefit for any mix of registrations during summer session terms. Employers will pay the same \$19.32 hourly fringe rate on these job classes for summer 2018.

2. In order to avoid unnecessary tuition fringe charges for graduate assistants who don't need to register during the summer, five job classifications are available for that period only. They carry no tuition

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benefit or tuition fringe charge, but of course they must then incur FICA taxes because the employee is not a registered student. For graduate assistants who do need to register during the summer, the regular year-round job classifications should be retained. Health insurance coverage and fringe charge continue on both sets of job classifications.

3. Summer session teaching assistants pose a unique problem because their entire salary (as with summer session faculty) is paid (at a higher hourly rate) in the 200 hours of a five-week term. To provide the same tuition benefit that a comparable graduate assistant would earn for teaching a course during fall or spring semesters, requires charging a higher hourly fringe rate (\$43.01 for summer 2018) on those recorded 200 hours of teaching during the summer session. They end up with the same total pay and benefits as in other semesters and summer session departments will pay the same total fringe charge.

#### Professional Program Assistantships

1. The job classes of Medical Fellow and Medical Resident are clinical residency positions that typically involve 100% time appointments. Therefore, the fringe rate has been set to recover the tuition costs over 780 hours of work per semester.
2. The job classes of Veterinary Resident-Grad Program are clinical residency positions that typically involve 75% time appointments. Therefore, the fringe rate has been set to recover the tuition costs over 682.50 hours of work per semester.
3. Students pursuing professional post-baccalaureate degrees outside the Graduate School (such as JD or MBA) do not generally need the teaching or research experiences as preparation for their future careers. A specific job class, Professional Program Assistant (9535), is for such students in those professional degree programs who are employed within their college of registration. These positions will carry no tuition benefit or fringe charge, but will be included in the graduate assistant health benefit program for students whose appointments are 25% time or greater.

The above information is summarized in table format in Figure 1 of these instructions. For questions about this policy, please contact, Susan E. Cable-Morrison, Manager, Graduate Assistant Services/Office of Human Resources (624-3393) or [cable003@umn.edu](mailto:cable003@umn.edu).

**Figure 1**

*Graduate and Professional Student Fringe Table – Rates Subject to Change Pending Board Approval*  
Tuition Fringe as Dollar per Hour Charge

*Fiscal Year 2017-18*

	Tuition per hour	Health	FICA & Other Charges*	Total of % Fringe
<b>Summer Term Only</b>				
9571 Summer Term TA	\$0.00	14.40%	0.60%	15.00%
9572 Summer Term RA	\$0.00	14.40%	0.60%	15.00%
9573 Summer Term AF	\$0.00	14.40%	0.60%	15.00%
9574 Summer Session TA w/ T. Ben	\$43.01	14.40%	0.60%	15.00%
9575 Summer Session TA w/o T. Ben	\$0.00	14.40%	0.60%	15.00%
<b>Academic Year and Summer Term</b>				
9510 Grad Assistant Coach	\$19.32	14.40%	0.60%	15.00%
9511 Teaching Assistant (TA)	\$19.32	14.40%	0.60%	15.00%
9515 Graduate Instructor	\$19.32	14.40%	0.60%	15.00%
9517 Ph.D. Cand. Graduate Instructor	\$3.07	14.40%	0.60%	15.00%
9518 Adv. Masters TA	\$3.07	14.40%	0.60%	15.00%
9519 Ph.D. Cand. w/24 thesis cred. TA	\$3.07	14.40%	0.60%	15.00%
<b>Research Assistant (RA)</b>				
9521 Research Assistant (RA)	\$19.32	14.40%	0.60%	15.00%
9526 Graduate Research Project Asst.	\$19.32	14.40%	0.60%	15.00%
9527 Ph.D. Cand. Grad Research Proj. Asst.	\$3.07	14.40%	0.60%	15.00%
9528 Adv. Masters RA	\$3.07	14.40%	0.60%	15.00%
9529 Ph.D. Cand. w/24 thesis cred. RA	\$3.07	14.40%	0.60%	15.00%
<b>Admin Fellow (AF)</b>				
9531 Admin Fellow (AF)	\$19.32	14.40%	0.60%	15.00%
9532 Adv. Masters AF	\$3.07	14.40%	0.60%	15.00%
9533 Ph.D. Cand. w/24 thesis cred. AF	\$3.07	14.40%	0.60%	15.00%
<b>Professional Program Asst.</b>				
9535 Professional Program Asst.	\$0.00	14.40%	0.60%	15.00%
<b>Legal Project Assistant</b>				
9538 Legal Project Assistant w/T. Ben	\$43.62	0.00%	0.00%	0.00%
9539 Legal Project Assistant w/o T. Ben	\$0.00	0.00%	0.00%	0.00%
<b>Dental Fellow</b>				
9553 Dental Fellow	\$19.32	0.00%	7.70%	7.70%
<b>Medical Fellow, Graduate Program</b>				
9554 Med Fellow, Graduate Program	\$9.66	0.00%	7.70%	7.70%
<b>Medical Resident, Graduate Program</b>				
9559 Med. Resident, Graduate Program	\$9.66	0.00%	7.70%	7.70%
<b>Veterinary Resident, Graduate Program</b>				
9549 Vet Resident, Graduate Program	\$12.88	0.00%	7.70%	7.70%

\* This column includes Social Security, Medicare, Unemployment Insurance, Workers Compensation, and an Internal Administration Fee. All job classes, except the Legal Project Assistant classes, contribute 0.6% for the Internal Administration Fee. In addition to the Internal Administration Fee, Dental Fellow, Medical Fellow, Medical Resident, and Veterinary Resident job classes contribute 6.7% to Medicare, 0.1% to Unemployment Insurance, and 0.3% to Workers Compensation for a total of 7.70%.