



**Q. What is the GSAS form?**

A. The GSAS form is the appointment form used to appoint Teaching, Research, and other Graduate Assistants. To access navigate to the [myUK Enterprise Services tab](#) and select the [Workflow](#).

**Q. How do I receive access to the GSAS system?**

A. Contact [Kevin Johnson](#) to request either entry or view access. You will need your Org Unit number and your use rid.

**Q. What hire date should be used for my RA/TA/GA?**

A. Always start the payroll assignment for graduate students on the **first day** of a BW pay period

**Q. How many hours per week can my graduate student work?**

A. Graduate students are limited to 20 hours per week, however, if they meet the requirements, the DGS can submit an [Overload Request Form](#) for an additional assignment.

**Q. Which graduate students are not eligible for an “overload assignment” assignment?**

A. Graduates students in their first term of study, a cumulative GPA of less than 3.0, and/or anyone receiving fellowships or scholarships which prohibit additional aid.

**Q. What is the Wimberly C. Royster memo?**

A. In 1985 Dr. Royster worked with LFUCG to develop guidelines which would determine if Graduate Students are exempt from Local City Taxes. You can find the memo [here](#).

**Q. When do I submit the LCT – Royster Memo form, and where can I find the form?**

A. A new form should be submitted to the CAFE Business Center at the beginning of **every semester**. The form is linked to the CAFE Business Center [forms page](#).

**Q. What should I do when the student graduates?**

A. Complete a [Separation Form](#), enter the personnel action, and submit the form to the CAFE Business Center prior to the applicable payroll deadline.

**Q. I am reviewing payroll and the graduate student’s pay looks way too low—what is wrong?**

A. All graduate students are paid an exempt bi-weekly salary. Check the 8 screen to be sure it says PS Type 04 Salaried Exempt MCBW and WkHrs/period Bi-weekly

Subtype	0	Basic contract		
Salary			Cap.util.lvl	20.00
PS type	04	Salaried Exempt MCBW	WkHrs/period	16.00 Bi-weekly
PS Area	01	Main Campus		

If it does not, you will need process a [Position Update](#) on the correct person/perner, reason: Payroll Area Transfers. On 8 screen, change the PS type to 04 Salaried Exempt MCBW