

Payments Made to Graduate Students Processing Departments, Procedures and Forms

Type of Payment	Processing Department	Procedure/Forms
Merit-Based Scholarships	Office of Financial Aid & Scholarships	<ol style="list-style-type: none"> 1. Refer to the annual Institute Graduate Scholarship allocation letter and Award Guidelines for information about Institute Graduate Scholarships awarded to graduate students. 2. All merit-based scholarships, including departmentally-funded merit-based scholarships, are processed via the Office of Financial Aid & Scholarships and applied directly to the students' accounts. 3. Departments identify recipients and notify the Office of Financial Aid & Scholarships using the <i>Applicant Decision/Scholarship Form</i> (if newly admitted) or the <i>Graduate Financial Assistance Form</i> (for continuing students and scholarship renewals). Contact the Office of Financial Aid & Scholarships for these forms.
Tuition Remission	Office of Financial Aid & Scholarships	<ol style="list-style-type: none"> 1. Refer to the RIT <i>Tuition Remission Policy</i> for information about tuition remission awarded to graduate assistants. 2. All tuition remission is processed via the Office of Financial Aid & Scholarships and applied directly to the graduate student's account. 3. When tuition remission is charged to an externally-funded grant or contract (or a cost share project), send: 1) <i>Graduate Tuition Remission Worksheet</i>; and 2) <i>Graduate Research Assistant Payment Request Form</i> to Sponsored Programs Accounting. SPA will confirm that the charges are allowable on the award and will forward the approved forms to the appropriate departments. Note: a proportionate share of the graduate assistant stipend must be charged to the same grant/contract or cost share project.
Graduate Assistant Wages	Student Employment Office	<ol style="list-style-type: none"> 1. Refer to the <i>Graduate Assistant Job Responsibilities & Pay Rates</i> and <i>Graduate Assistant Job Duties</i> documents for information about duties and pay rates within in each job classification. 2. Graduate assistants are non-exempt employees; they're paid by the by the hour through the regular bi-weekly payroll. 3. Complete a Graduate Assistant Hire Form and a Graduate Assistant Job Description Form and send to SEO for processing. 4. The hiring department is responsible for approving the hours worked by the student

		during the pay period in the Kronos Time & Attendance system.
Graduate Teaching Assistant Salary	Student Employment Office	<ol style="list-style-type: none"> 1. Refer to the <i>Graduate Assistant Job Classification & Pay Rates</i> and <i>Graduate Assistant Job Duties</i> documents for information about duties and pay rates within in each job classification. 2. Graduate teaching assistants are exempt employees; they're paid a bi-weekly salary through the regular bi-weekly payroll. 3. Complete a <i>Graduate Assistant Hire Form</i> and a <i>Graduate Assistant Job Description Form</i> and send to SEO for processing.
Graduate Research Assistant Stipend	Accounts Payable	<ol style="list-style-type: none"> 1. Refer to the <i>Graduate Assistant Job Classification & Pay Rates</i> and <i>Graduate Assistant Job Duties</i> documents for information about duties and pay rates within in each job classification. 2. Graduate research assistants are paid a stipend semi-monthly through the accounts payable process. 3. Complete a <i>Graduate Assistant Payment Request Form</i> and send to Accounts Payable for processing. 4. If the GRA stipend is charged to an externally-funded grant or contract (or a cost share project), send 1) <i>Graduate Assistant Payment Request Form</i>; and 2) <i>Graduate Tuition Remission Worksheet</i> to Sponsored Programs Accounting. SPA will confirm that the charges are allowable on the award and will forward the approved forms to the appropriate departments. Note: a proportionate share of the tuition remission must be charged to the same grant/contract or cost share project.
Other Stipends	Accounts Payable	<ol style="list-style-type: none"> 1. Complete a <i>Non-Wage Student Payment Request Form</i> and forward to Accounts Payable for processing.
Student Wages – Academic Year	Student Employment Office	<ol style="list-style-type: none"> 1. Complete a <i>SEO Student Hire Form</i> and forward to the Student Employment Office for processing.
Other Student Wages – Summer	Student Employment Office	<ol style="list-style-type: none"> 1. Complete a <i>SEO Student Hire Form</i> and forward to the Student Employment Office for processing.
Prizes & Awards	Accounts Payable	<ol style="list-style-type: none"> 1. Complete a <i>Non-Wage Student Payment Request Form</i> and forward to Accounts Payable for processing.