

PLEASE NOTE: All student and non-student part-time jobs must be posted through the Career Services Office. Please Career Service at Ext. 5862 or log onto the website below and follow the instructions to post a position: <https://www.utt Tyler.edu/careerservices/patriotjobs.php>.

In **Section 1** below are the regulations for **in-state**, part-time student positions (those not needing an out-of-state tuition waiver because they are already paying tuition at in-state rates). For graduate/undergraduate students who are appointed as Research Assistants or Teaching Assistants (teachers of record), please see the regulations in **Section 2**.

Below is a link to the rates and job codes spreadsheet:

[Part Time Student Rates](#)

Section 1:

10065 - Undergrad Assistants

10066 - Undergrad Research Assistants

10067 - Grad Assistants

- These Job Codes are paid from wages accounts (xx-xxxx-xx20) on an hourly basis not to exceed an average of 19.5 hours per week per semester.
- The appointment beginning date should be the actual first day worked. Do not use a holiday or weekend date as a beginning date of employment, unless approved by Human Resources
- The hourly rate must fall within the minimum/maximum ranges shown above.
- The ending date should be no later than the last day of the semester or the last day actually worked in the calendar year.

10076 - Workstudy Student Employees

- The maximum number of hours per week for a workstudy appointment is 19.0.
- Workstudy student employees are paid hourly from wages accounts (xx-xxxx-xx20).
- The appointment beginning date should be the actual first day worked. Do not use a holiday or weekend date as a beginning date, unless approved by Human Resources.
- The hourly rate must fall within the min/max ranges shown under the link above.
- The ending date should be no later than the last day of the semester or the last day actually worked in the calendar year.

All workstudy student employees must be awarded Workstudy and have a Workstudy Agreement on file each semester with the Financial Aid office before appointments will be approved.

On the Personnel Action Form, please check the box of "Workstudy" in order for the document to route to Financial Aid for the proper approval once the Budget Authority has approved the PAF. If you have any questions about workstudy funding, please contact Financial Aid.

10068 - Graduate Research Assistant
10069 - Graduate Teaching Assistant
10070 - Doctoral Research Associate

- May be paid monthly or hourly.
- If paid monthly, it is very important the student is paid for hours actually worked per week. Dates of employment will reflect the exact days worked.

10071 – Doctoral Teaching Associate – Instructor of Record
10072 - Doctoral Teaching Assistant
10073 - Graduate Teaching Assistants - Instructor of Record

- Must be paid monthly from teaching assistant/associate account (xx-xxxx-xx02)
- The maximum number of hours per week is 19.5
- The appointment dates are the same as for part-time lecturers (Fall 09/01 - 12/31 and Spring 01/01 - 04/30)
- All student job codes paid monthly are not eligible for holiday pay. (You must be appointed in a benefits eligible position to receive holiday pay.)

Section 2:

To offer in-state tuition to graduate/undergraduate students from **out-of-state** (including international students) who are appointed as **Research Assistants or Teaching Assistants** (teachers of record), they must:

- Be appointed for **20 hours of work per week (not 19.5 hrs.)**
- Be appointed for **LESS** than 4.5 months, and
- there must be a “break in service” between appointments (Fall **09/01 - 12/31** and Spring **01/16 – 05/15**) and
- they cannot work greater than or less than 20 hours per week

The out-of-state tuition waiver is available for:

10066 - Undergrad Research Assistants
10068 - Graduate Research Assistant
10069 - Graduate Teaching Assistant
10070 - Doctoral Research Associate
10071 – Doctoral Teaching Associate – Instructor of Record
10072 - Doctoral Teaching Assistant
10073 - Graduate Teaching Assistants - Instructor of Record

For more instructions regarding the creation of assignments for these student workers, please click on the link: [Tuition Waiver assignment instructions](#).

For questions, please contact the Human Resources Office at humanresources@uttyler.edu or 903-566-7234.