

ASE Student Employment

Tera Figueroa, HR Manager ***(she/her)***



Who is Tera?

- > Born and raised in Seattle
- > First generation college graduate, *Society, Ethics, Human Behavior (UW)*
- > UW since 1999 in variety of HR, Staffing and Payroll related roles
- > Enjoy hiking, snowshoeing, volleyball, trying new foods and spending time with my kids!



Academic Student Employees (ASE) Overview

> ASE Union

- Current contract May 1, 2021- April 30, 2024
- Guides all aspects of hiring and employment offers

> **Classifications**

Research Assistant (RA) – Focus on research projects

Teaching Assistant (TA) - Focus on teaching in specific courses

Graduate Research Study Assistant (GRSA) – Summer only RA

Appointment Terms

Payroll quarter dates are different than academic quarter dates. Payroll quarters are six pay periods and the dates are:

- > **Autumn:** September 16–December 15
- > **Winter:** December 16–March 15
- > **Spring:** March 16–June 15
- > **Summer:** June 16–September 15

ASE Schedule – FTE and Pay Rate

- > **Schedule 1 Rate \geq 50% FTE** (*During Academic Quarter- 3 Total between 9/16 – 6/15*)
 - Total of all positions held by student is \geq 50%
 - Includes tuition waiver and GAIP health insurance
 - Requires paid status in 5/6 Pay Periods during the academic qtr

- > **Schedule 2 Rate < 50% FTE**
 - Total of all positions held by student is < 50% OR
 - FTE \geq 50% but working 4 or less pay periods during the academic qtr
 - Does not include tuition and GAIP insurance

Summer RA Employment

RA Summer Quarter employment is managed differently than during the academic year. **GRSA (Graduate Research Student Assistant)**

- > Registering for 2 or more credits → Continue as RA
 - > Salaried; hours worked not entered into Workday
- > Not registering for credits → Required to place as GRSA (Hourly)
 - > Hourly; All hours worked logged in Workday, submitted and approved each pay period
- > International Students – Check with the ISS to ensure Summer work authorization

International Students

- > International students are eligible to serve as ASEs. If hired in a teaching role, international students must meet language proficiency requirements outlined in [Policy 3.2: Graduate School English Language Proficiency Requirements](#)
- > Required to hold work authorization before starting an RA or TA appointment
- > Check with the [International Student Services Office](#) with questions regarding employment eligibility, OPT/CPT, or to determine restrictions on the number of hours you are eligible to work

Hiring & Offer Process

1. Positions posted
2. Applicants reviewed
3. Interviews conducted
4. Informal offer extended (verbal or email)
5. Formal offer extended from epihr@uw.edu via email and includes:
 - Job description
 - Salary information
 - Tuition and healthcare eligibility
 - Duration of appointment

Locating Open RA & TA Positions

Epi Department:

- > TA Positions typically post 8 weeks in advance of the quarter

**Students will receive an email notification for all open positions that outline the position and the process for applying.*

- > RA Positions posted as they arise and are dependent upon new PI awards

Other Departments Hiring for RA or TA Positions:

- > Handshake
- > SPH Employment Page

Resources

- > Salary Schedule Administration
- > Complete Salary Schedule through 6/30/24
 - *New contract and rates will be established 7/1/24*
- > Appointment Types
- > GAIP Health Insurance *(for qualifying positions)*

Staff HR Contact Information

Please reach out to me with questions regarding Staff or ASE employment!

Tera Figueroa

Staff & Student HR Manager

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