

Arkansas State University System

Maximum Working Hours for Graduate Assistants

Frequently Asked Questions

1. How will the operating procedure impact the number of hours a Graduate Assistant can work?

Graduate Assistants are currently limited to 20 hours per work week (Monday-Sunday). The current procedure will remain in place.

2. Will Graduate Assistants be required to complete timesheets via BANNER Self Service?

No. The department will define the number of hours scheduled based upon the Graduate Assistant's job duties and responsibilities, and will keep an internal record of the hours worked via a paper timesheet.

3. Will there be a change in the pay schedule for Graduate Assistants?

No. They will continue to be paid real-time.

4. How are Graduate Assistant educational hours separate from work hours?

The University recognizes the student may have research that supports their educational experience outside of the twenty (20) hour work week.

5. We have previously paid Graduate Assistant employees a flat amount for work performed. Can this be continued?

Yes. There will be no change in the manner of payment.

6. When does the operating procedure take effect?

The operating procedure is effective July 1, 2013.