Research Assistants – Job Code 1505

In 2015, departments were advised to enter the FTE and percentage for research assistants working directly on a funded research project directly connected with and part of their progress towards earning a master’s degree or PhD as zero/2.5% in HCM.

While doing a recent review of this job code, University Counsel determined that entering a more precise FTE and percentage better reflects the number of hours of service that are actually performed for the University by the research assistant over a semester. As a result, it has been determined that appointments should be entered into HCM as 20 standard hours with an FTE of .5.

All active and new research assistants should be set-up and coded in this manner.

Please contact Susan Nagel in the Graduate School if you have questions.