



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 job codes last year, 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/trainee over a semester. As a result, it has been determined that appointments should be entered into HCM as follows:

Job Code:	1505 (Research Assistant)
% Time:	50%
Standard Hours Wk:	20
Pay Group:	STM
FTE:	.5

Job Code:	3204 (Trainee on Fellowship or Training Grant)
% Time:	50%
Standard Hours Wk:	20
Pay Group:	SPD
FTE:	.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.

GRADUATE SCHOOL