

- Full-time enrollment is considered 9 graduate credit hours in the Fall semester, 9 graduate credit hours in the Spring semester, and 6 graduate credit hours in the Summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time equivalent.
- Offer Letters are required for all new hire graduate appointments and reappointments. See the *Graduate Assistant Reappointments and Changes* section in the *Graduate Assistants Policies and Guidelines Handbook* for further information.
- F-1 International graduate students may not work more than 20 hours per week per semester other than during recognized breaks as determined by the Academic Calendar.
- Full or Part-time, positioned USF employees, regardless of classification (Staff, Administration, or Faculty) are prohibited from simultaneously receiving a graduate assistantship while working in a benefits earning position.
- Before appointing or reappointing an employee, ask if they have worked elsewhere at USF. If so, they are likely to have a GEMS employee ID number, depending on the area where they worked. If they are coming from another department and it has been at least 4 months since they were last employed you can use the same GEMS record number as their previous appointment.
- Always check Job data before appointing employees to see if they have other jobs on campus. These jobs may need to be terminated before the employee begins work with your department.
- If it has been longer than one year since an employee has worked for USF then they must come to RightStart@USF in HR to complete all new hire paperwork prior to being rehired. If an employee has been separated from the university for less than one year, the department may appoint him/her by completing an Appointment Status Form (ASF) and attaching the signed letter of offer.
- If student consistently works 32 hours per week, he/she will lose their FICA exemption and will be automatically enrolled in the Temporary Employees Retirement Plan (TERP).