

FAQ - New Students in August 2024 and the new SE dates: (to be added to AskUS Knowledgebase)

Q: Can new students complete Workday tasks for fall job if they are not on campus? Many graduate students arrive in Austin right before classes begin.

A: Yes, there is remote I-9 in place and they can be set up in WD anytime, and I-9 needs to be completed by August 20<sup>th</sup> (3<sup>rd</sup> day of work); the I-9 can be completed by the student up to 45 days before their first day of work as long as the job is approved in Workday. <https://hr.utexas.edu/manager/hiring/form-i9-verify-resources>

Q: For new students that may register right before classes begin. Can the fall job be processed in Workday if they are not fully registered with tuition paid?

A: Workday will give soft warning if students are not registered, they can still be hired until the 12<sup>th</sup> class day.

Q: For new students starting in the spring semester, how can they complete Workday when UT is closed for the holiday break end of December and January 1 is a holiday. Also, what happens if they are not registered?

A: Workday will give a soft warning until 12<sup>th</sup> class day applies for registration & the job in WD would need to be done before the break with an effective date of 1/1 or done retroactively, the pay and insurance would all be retroactive – one important thing would be to get the background check done well in advance. Remember that new student employees can complete the I-9 section one as early as 45 days before their start date; and if the job is completed in Workday, they should be encouraged to complete the I-9 before the winter break. The 3<sup>rd</sup> business day for Spring semester new job would be Monday, January 6<sup>th</sup>.

Q: For international students, do they have enough time to complete the paperwork for the appointment, and do they need to arrive earlier before classes begin?

A: Workday will give a soft warning until 12<sup>th</sup> class day for late registration; same rules that apply now apply to students arriving late, they are often hired and paid even if they are not here yet, this is not a new issue since the dates have been mismatched for quite some time – this is up to CSU if you want to encourage these students to show up earlier; they will have important dates to follow through Texas Global as well.

Q: New international students are required to purchase the one-month August insurance. If TA/AI/GRA job starts on August 16, can Texas Global reduce the insurance fees, or will they have double insurance for half August?

A: If these students have a benefits eligible AGS job starting 8/16 and enroll in AcademicBlue SHIP, there is a process to resolve double coverage and remove the August and fall insurance premiums from the tuition bill. If these students enroll in UT SELECT Medical, they will still be responsible for the August supplemental coverage premium.

<https://global.utexas.edu/iss/advising-services/insurance/costs>

Q: Is the student insurance timeline going to change to match the new appointment dates? Current student insurance timeline for AY 23-24.

A: No, the voluntary AHP SHIP insurance plan dates will stay the same.

Q: For students on fellowship, is it mandatory to match the new TA/AI/GRA appointment timeline? What if there is an overlap of dates for a summer fellowship transitioning to a fall TA/AI/GRA job?

A: To keep your students continuously employed and covered by insurance, it is best practice to use the same dates for each semester. Going forward the HR guidance is to have your TA/AI/GRA and continuing Fellows use the new SE dates, to maintain continuity – 8/16 to 12/31 for the fall semester. Guidance for transferring from a summer TA to a fall Fellow is to Change Job/Transfer effect 8/16 to the A015-Graduate Fellow Job Profile.

NOTE: New students on a fellowship should be hired with a start date matching their fellowship dates (UT Graduate School fellowships begin 9/1).