

Summer to Fall Transitions for AGS and Fellows: HR Guidance

1 -- Fellowship in the summer → TA/AI/GRA in the fall (begins 8/16)

- **Change Job/Transfer** to new Job Profile as of 8/16 with end date of at least 12/31
- Insurance implications: There is a solution in place to prevent double coverage in August and unnecessary payment by the student. If the fall job is at least 20 SWH for 135 days, see insurance options here - <https://hr.utexas.edu/student/student-employee-insurance-benefits/academic-graduate-student-employee-insurance-options>

2 -- TA/AI/GRA in the summer → Fellowship in the fall

- **Change job** to A015-Fellow effective 8/16
- TA/AI/GRA insurance will continue through 8/31
- See fellow insurance options on this page: <https://hr.utexas.edu/student/insurance-graduate-student-fellows>

3 -- NEW Fellow in the fall (begins 9/1 for OGS fellowships)

- **Hire** into A015-Fellow effective the start date of your fellowship
- See insurance options on this page: <https://hr.utexas.edu/student/insurance-graduate-student-fellows>
- NOTE: International Students will be required to pay for August and Fall semester health insurance through Texas Global, it will be added to their Fall tuition bill. (some fellowships add an amount to cover this)

4 -- NEW TA/AI/GRA in the fall (semester dates are 8/16 – 12/31)

- HR steps in WD: **Hire** into appropriate Job Profile
- Insurance is effective as of the hire date and the information is transmitted and processed by the insurance companies; coverage will be retroactive to 8/1 for AHP-SHIP, or begin 8/16 for UT Select
- NOTE: International Students will be required to pay for August and Fall semester health insurance through Texas Global, it will be added to their Fall tuition bill. If enrolled in AcademicBlue SHIP, there is a process in place to resolve double coverage and unnecessary payment by the student.