



GRADUATE ASSISTANT AND ASSOCIATE ANNUALIZED PROGRAM RATE ADJUSTMENTS FOR FY23

Units that appoint Graduate Assistants/Associates (GAs) should plan on providing at minimum, a stipend level of \$21,750 per academic year, based on a .50fte. For programs with rates already above the minimum \$21,750 level, a minimum of a 2% increase should be provided to those program rates.

Program rate adjustments for both fiscal and academic GAs will be effective July 1, 2023 and will supersede previous offer letters and contracts in place for FY24. Adjustments for FY24 signed contracts will need to be processed through UAccess Employee- Manager Self Service (MSS) Job Change as soon as possible but no later than May 12, 2022 for fiscal hires and July 21, 2022 for academic hires.

IMPLEMENTATION

- Please work with your academic unit business managers and college assistant deans for finance to identify the new annualized program rates for FY24. **You do not need approval from the Graduate College to implement the adjustments.**
- If FY24 offers and contracts have already been processed without the new rates, please
 - Issue a new GA offer letter for the individual
 - Submit an MSS Job Change to request a salary adjustment, attaching a copy of the new, signed offer letter
 - Issue a new GA NOA for the individual
 - Be sure to have the GAs accept their new NOAs to ensure that NOAs for future terms are able to be processed.

TIMELINE

- Establish new annualized program rates by July 1, 2023.
- Issue offer letters no later than July 15, 2022 for academic appointments and as soon as possible for fiscal appointments. This includes reissuing FY24 offers and contracts that have already been processed.

CONTACTS FOR QUESTIONS

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