

## **How the biweekly pay period stipend is calculated**

### **1. Establish the appointment period.**

Graduate assistant appointments are related to the academic semester of enrollment (Fall: August 16-December 31, Spring: January 1-May 15, Summer: May 16-August 15). The appointment period includes all calendar days within the applicable semester unless the start or end date are otherwise indicated.

### **2. Select the monthly stipend amount.**

This amount is determined based upon established graduate assistant levels and minimum/maximum ranges set by the university.

### **3. System calculates total stipend.**

The E03 Graduate Assistant Appointment System automatically calculates the total stipend by using the appointment period (from step 1) in months and multiplying it by the monthly stipend amount (from step 2).

### **4. System calculates biweekly stipend amount.**

The E03 Graduate Assistant Appointment System then uses the total stipend amount (from step 3) divided by the number of biweekly pay periods in the appointment period to determine the biweekly stipend amount.

### **5. Biweekly stipend amount will be paid according to established payroll schedules.**

Refer to the Payroll Schedules found on the MSU Payroll website at <http://www.ctrlr.msu.edu/COPayroll/payrollSchedules.aspx>

## **PLEASE NOTE THE FOLLOWING:**

**Amendments** made to the graduate assistant appointment (including, but not limited to: changes in the dates of the appointment period, funding allocation, or stipend amount) **may** result in the re-computation of the biweekly stipend amount.

As a result, **the biweekly stipend amount may vary over the course of the semester** and necessitate retroactive adjustments to the graduate assistants' pay for the effect of any amendments. The graduate assistant will receive the correct total semester stipend amount for the appointment period, but the distribution of the payment may vary along the way.

## Case Study:

GA is appointed for summer semester 2009 (05/16-08/15) on a 25% basis with a \$1000 monthly stipend. The E03 system will calculate a total stipend of \$3000 (3 months x \$1000) and a biweekly stipend of \$456.52 (\$3000 / 6.5714 pay periods).

G. Assistant will receive biweekly payments as follows:

6/05/09	\$293.48	pay period	5/16-5/24	days	9 of 14
6/19/09	\$456.53		5/25-6/07		14 of 14
7/02/09	\$456.53		6/08-6/21		14 of 14
7/17/09	\$456.53		6/22-7/05		14 of 14
7/31/09	\$456.53		7/06-7/19		14 of 14
8/14/09	\$456.53		7/20-8/02		14 of 14
8/28/09	\$423.92		8/03-8/15		13 of 13
\$3000.00 +/- rounding					

G. Assistant receives the total stipend of \$3000.00 for the appointment period.

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If an amendment is made to the appointment for GA, then it may require that the biweekly stipend amount be re-computed.  
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Assume the appointment for GA has a funding change beginning 7/16/09. The E03 system will reflect an appointment from 05/16-07/15 for the original funding account and another appointment from 07/16-08/15 for the new funding account. The E03 system will calculate a total stipend and a biweekly stipend amount for each separate portion.

The first portion of the semester will show a total stipend of \$2000 (2 months x \$1000) and a biweekly stipend of \$459.01 (\$2000 / 4.3572 pay periods). The second portion of the semester will show a total stipend of \$1000 (1 month x \$1000) and a biweekly stipend of \$451.61 (\$1000 / 2.2143).

G. Assistant will receive biweekly payments as follows:

6/05/09	\$295.09	pay period	5/16-5/24	days	9 of 14
6/19/09	\$459.02		5/25-6/07		14 of 14
7/02/09	\$459.02		6/08-6/21		14 of 14
7/17/09	\$459.02		6/22-7/05		14 of 14
7/31/09	\$327.87+\$129.03		7/06-7/19	10 of 14 & 4 of 14	
8/14/09	\$451.62		7/20-8/02		14 of 14
8/28/09	\$419.36		8/03-8/15		13 of 13
\$3000.00 +/- rounding					

GA receives the total stipend of \$3000 for the summer semester. While the total stipend remains constant, the distribution of the payment varies over the course of the semester as detailed above.