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COMPUTER SCIENCE DEPARTMENT
GRA GUIDELINES
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Updated Spring 2024

General Information & Welcome

Welcome to the Department of Computer Science! This handout provides information to help you become familiar with our procedures and requirements. As a GRA you have one of the most demanding positions in the Department. The Department is extremely grateful for your help. If you have questions, please feel free to ask.

Department Office Procedures

Department Keys/RFID access

Keys are issued only to Department faculty and staff employees. You will not be issued a key for your workspace/room. Access to your workspace/room will be through an RFID swipe (either with your KSU id card or a RFID card issued to you from the department). Never prop open a door that is accessed with an RFID swipe. Please go to the CS office in 2184 to get your KSU id activated to use the doors or to get an RFID card. You will be required to review and agree to the guidelines for RFID access. You are responsible for your RFID access. **If guidelines are not followed, you may lose that privilege. Do not loan your RFID card or KSU id to fellow GTAs, students, staff, etc.** The access associated with your RFID is for your use only.

Locking Office Doors

All Department offices are locked after 5:00pm on weekdays and 24 hours on weekends. There is RFID access to the building after hours through the loading dock entrance on the southwest side of the building. If you work after hours, you are responsible for locking any doors that you unlock and keeping RFID access doors closed at all times.

Building Safety

Crime statistics compiled annually by the K-State Office of Student Life show K-State is among the safest universities in the Big 12. One of the most important factors in continuing to make KSU a safe campus is awareness. We ask that our students, faculty and staff look out for themselves and each other.

Engineering Hall is accessible through RFID swipe after hours. While this has several obvious benefits, it is not without risks. Please keep in mind that because Engineering Hall does allow for 24-hour building access through the RFID swipe, making it open for student, faculty, and staff use, there is the potential for *anyone* to enter at any point in time. The building is only patrolled at random by the KSU police or a member of the security team. Therefore, it is important when in the building after hours to exercise extra safety precautions. We want everyone to work safely. Please be mindful of this when working in the building after hours.

Workplace Injury and Accidents

Workplace safety is a goal for which we must continually strive. Every worker is entitled to a safe workplace. If at any time you are injured on duty, *you are required to report the accident to your supervisor and the personnel specialist immediately* (in emergency or life-threatening situations seek emergency medical care first). If the injury results in the spillage of any materials that may carry blood borne pathogens, notify the personnel specialist or custodial crew immediately. Do NOT attempt to

clean-up yourself. The university has people specially trained in the clean-up and disposal of potentially infectious material.

Office Equipment/Supplies

The department has office equipment available for your use: stapler, 2-hole-punch, 3-hole-punch, paper cutter, scotch tape, etc. These items are not to be removed from 2184B. Office supplies are strictly for department use only! Budget for supplies is limited, so please use these items with restraint. If you need supplies, please check with the front-office staff.

Generally, all the software you need is available on the various systems in the labs. If your need to check out a specific item, see Seth Galitzer in 2217 or email help@cs.ksu.edu.

Campus Mail

Campus mail and off-campus mail is delivered once daily in the afternoon. Mail drop-off trays are located in the front office. As a GRA you will have a mailbox assigned to you in 1118. Due to limited space, some students will be required to share mailboxes. Please do not have personal mail sent to the department address, in accordance with PPM Chapter 7825. The primary duty of mail services on campus is to deliver University business related mail.

Office Space

If you are assigned an office in the department, please know you are responsible for keeping your work area clean and neat. Respect those that work around you. Food should be stored in containers and disposed of in the trash receptacles. Open food containers can attract unwanted rodents and pests. If you are assigned a workspace in a lab, the faculty member in charge of that lab may have additional expectations and those must be followed as well.

Department Refrigerator, Microwave

There is a community refrigerator and microwave available for your use in 2159. Room 2159 will be open Monday through Friday, 8am to 5pm only. If you use these appliances, you are expected to help keep them clean. All food placed in the refrigerator must be labeled or it will be disposed of during weekly cleaning. Remove items that belong to you before they spoil. Do not place soda in the freezer. Do not eat other people's food.

Parking Permits

GRAs working 0.4 time or more may purchase Faculty/Staff permits. You will need to pick up a copy of your appointment papers from Theresa Hogenkamp before going to Parking Services to apply for the permit. Parking Services is located in the parking garage to the west of Nichols Hall.

Room Reservations

If you need to reserve a Department classroom or conference room for a special purpose (e.g. review session, class meeting, student organization, etc.) please see the front office for scheduling. If the classroom/conference room will be used after regular office/class hours, you must make a reservation with the university's facilities department. Please see the Administrative Assistant in 2184 for details.

State of Kansas Vehicle Use

If you have any occasion to use a State of Kansas vehicle, you can only use that vehicle to go directly to the assigned location and directly back. NEVER use a state vehicle to go to the store etc. State-owned or leased motor vehicles are only to be used for official state business and only operated by a person who has a valid driver's license and who is an officer or employee of Kansas State University.

Checking-Out of Department

When you leave the Department, you will be required to arrange a time to check-out with the front office and complete and sign a check-out form. This involves returning your keys, software, or other department property. If you have an office within the Department, you are expected to clean your space and remove all personal items before departing. Please notify the front office when you have completed all check-out procedures. You will also want to make sure you have updated your forwarding address in HRIS/Employee Self Service so your W-2 will be delivered to you after you depart. Failure to return department property (including keys) will result in a hold being placed on your records.

Health Insurance

Eligibility for the GRA/GTA/GA insurance is determined at the beginning of each semester. For each of the fall and spring semesters, your appointment as GTA/GRA/GA must equal 0.5 full-time equivalent (FTE), (or any combination equal to .5) for a minimum of eight consecutive workweeks during that semester. For a summer session, the student must be appointed as a 0.5 GTA/GRA/GA (or any combination of the three to equal 0.5) for a minimum of four consecutive workweeks from June 1 through July 31. 0.5 FTE is considered part-time, or 20 hours per week (1.0 FTE = 40 hours per week). These guidelines include international students. Most GRAs are on .50 FTE appointments, but there are exceptions. If you have any questions regarding your FTE or eligibility for GTA/GRA health insurance, please contact Theresa Hogenkamp.

Enrollment is on-line only. Do not bring applications or money to Edwards Hall or Engineering Hall.

SEMESTER	OPEN ENROLLMENT PERIOD	COVERAGE DATES	Student Cost 2023-2024
Fall	August 1 - 31	August 1 - December 31	\$294.88
Spring	January 1 - 31	January 1 - May 31	\$294.88
Summer	June 1 - 30	June 1 - July 31	\$118

United Healthcare Insurance Company

Full information is available at <https://www.uhcsr.com/school-page>

TO ENROLL:

Go to <https://requestcoverage.uhcsr.com/College/Enrollment.aspx> and select the link directly below the GRA/GTR/GA Enrollment Instructions. The website can also be used to access information on supplemental policies for Dental and Vision insurance (enrollment in Fall only), Continuation Insurance, and complete Policy Brochure.

- Complete an online enrollment form thru UHCSR
- Human Resources will verify that you meet all eligibility requirements and approve your coverage with UHCSR.
- NOTE: This process may take as long as 2-4 weeks to complete, depending on when appointment papers are received by HR from the department. Papers are processed into the Human Capital Services database in the order received. If any documents are missing or incorrect, the process may be delayed. WE ASK THAT YOU PLEASE HAVE PATIENCE.

- Once approval is given in the UHCSR system, you will receive an email from UHCSR with payment instructions on how to make payment. This email is sent to the address you included on your application. Be sure to check your SPAM and Junk folders.
- If you do not receive the email by the end of August, contact Human Capital Services at hr@ksu.edu to check on your status.

Dental and Vision insurance are **optional** and enrollment is completed separately and directly with United Health Care. Dental and Vision insurance coverage costs are in addition to Health Insurance. Enrollment in **Dental and Vision coverage may only be completed in the Fall semester by the August 31 deadline. Enrollment for Dental and Vision is not available in the Spring or Summer semesters.** Complete information on dental and vision coverage is available at the website above in the groupings that end in a “-3 and -4.”

Questions About Health Insurance or Enrollment Process? If you have questions on:

- 1. Not receiving an email from United Health Care (UHC) to pay for the insurance:** Several processes must take place before you receive an email from UHC requesting payment. The last step is verification of your appointment as a GTA/GRA/GA. Speak with Theresa Hogenkamp to ensure your paperwork (appointment and supporting documents) has been **submitted to Human Capital Services** (not just completed or sent to the Dean’s office) If it has been sent to HCS, your status will be verified as soon as possible. Questions on paperwork and appointments should be directed to Theresa Hogenkamp who can check with Human Capital Services payroll (785-532-6277) to check status of appointment papers. *Note:* If you have not received a social security card, your appointment papers cannot be started.
- 2. If you called UHC and they stated they are waiting for verification from your university.** Before sending the payment email, see Theresa Hogenkamp to check on your appointment papers. See above.
- 3. Coverage specifics or claims?** See UHC brochure or call UHC customer service. Customer Service: 1-800-767-0700 or complete an electronic request at <https://www.uhcsr.com/Feedback.aspx>

Not on this list of questions? Contact HR via email Benefits@ksu.edu, not by phone. Please include your Wildcat ID number.

Enrollment after the end of open enrollment: A GTA/GRA/GA may elect health insurance coverage at any time after the open enrollment period ends by completing the on-line enrollment process. If eligibility requirements are met, coverage will be effective the date the enrollment is received by UHCSR. **Please Note: Full premium is still required.**

****Health Insurance Information for International Students****

Health insurance coverage is mandatory for all international students enrolled at Kansas State University, regardless of course load. Additional information: https://www.k-state.edu/issr/students/health_insurance/

International Students: International graduate students who enroll and pay for the GTA/GRA/GA health insurance plan will have the fee removed by International Student and Scholar Services from your

tuition account **as soon as possible**. All questions related to fee removal from your student account must be directed to ininsure@ksu.edu.

Tuition Waivers

Graduate students appointed as GRAs on a 0.5 appointment are eligible to have tuition assessed at the in-state rate. Students must hold a GRA appointment from at least September 1 through November 17 to receive tuition benefits for the fall term and from February 1 through April 17 for the spring term. If your appointment does not begin by this date or terminates before this ending date all tuition benefits will be lost.

Pay Periods and Paychecks

As a GTA/GRA, you are a K-State employee. You may view your paycheck, update your direct deposit information and other information online in the K-State Human Resource Information System (HRIS): <https://hris.k-state.edu>.

Important: At this time, KSIS and HRIS do not link. Updating personal information, such as your address and telephone number in KSIS does not update that same information in HRIS. Keeping your information current in HRIS is extremely important, particularly during the first of the year with W-2 mailings.

K-State Employee Self Service Instructions:

<https://www.k-state.edu/finsvcs/payroll/>

K-State employees are paid on a two-week cycle. Refer to the Pay Periods and Pay Dates link on the Division of Human Resources web-page: <https://www.k-state.edu/finsvcs/payroll/pay-dates/>

If you have questions or concerns regarding a paycheck, please speak with Theresa Hogenkamp in 2209.

Summer Paychecks

If you are on an active appointment during the summer, it is important to remember that your paychecks will be subject to Social Security (OASDI) and Medicare (FICA-HI) taxes *unless* you are enrolled in at least 3 credit hours during the summer. If you are not enrolled in at least 3 summer credits, you will notice that your net paycheck will be less than during the academic year. You can review your paycheck deductions in HRIS: <https://hris.k-state.edu>.

GRA Expectations

GRA Appointment

Generally, most appointments for research assistants are 5/10 time which presumes 20 hours of effort per week.

Split Appointments

Students with research assistantships should not plan on working other jobs simultaneously, and should do this only after clearing it with the Department Head. However, some GRAs do hold split appointments with another department. Be sure to let Theresa Hogenkamp know if you plan to apply or hold another job on campus regardless of what type of monies you will be paid. Failure to notify her may result in not receiving paychecks.

Attendance

You are required to be here for the term of your appointment. If you plan to be absent, notify your major professor and the front office (cs-admin@ksu.edu).

Enrollment Requirements

GRAs hold their appointments with the understanding that they are to make normal progress toward a degree. You are required to take a minimum of six hours per semester. Lesser amounts must be cleared by the Department Head. The maximum number of credits in which a graduate student employed on an assistantship can enroll is 12 hours for the fall and spring terms and 9 hours for the summer. Students desiring to enroll in credit hours exceeding the maximum number permitted should be in good academic standing and obtain permission from their advisor and the Graduate School. To fulfill the obligation that students pursue studies full-time, graduate assistants must be enrolled for a minimum of 6 hours of credit during fall and spring terms.

Important Contacts and Names

Name	Title	Room	E-Mail
CS Main Office	-----	2184	csoffice@ksu.edu
Madeline Mathis	Administrative Assistant	2184	csadmin@ksu.edu
Dr. Scott DeLoach	Department Head	2184E	sdeloach@ksu.edu
Dr. Mitch Neilsen	Director of Graduate Studies	2173	neilsen@ksu.edu
Theresa Hogenkamp	Business Manager	2209	hogen@ksu.edu
Charlotte Bruna	Accountant	2157	cbruna@ksu.edu
Sheryl Cornell	Academic Advisor	2184A	cornell@ksu.edu
David Invergo	Academic Advisor	2184D	dinvergo@ksu.edu
Seth Galitzer	Systems Admin. (Software)	2217	sgsax@ksu.edu
CS help	CS System Admin support		help@cs.ksu.edu

