General Information & Welcome
Welcome to the Computing and Information Sciences Department! 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

Keys are issued only to Department employees. In general, you will be issued a key for your workspace/room. Completed key cards may be picked up from Megan Whitney. Once the key request has been sent to the Key Office in 109 Dykstra Hall, you should allow 48 hours for the request to be processed. You must go to Dykstra Hall to pick up your keys (you will be required to show your student ID). You are responsible for these keys. If lost, you will be responsible for paying for replacements. *Do not loan your keys to fellow students, staff, etc.* These keys are for your use only. *Keys should be returned to the department front office, not to Key Control.*

Locking Office Doors
All department offices are locked after 5:00pm on weekdays and 24 hours on weekends. This includes stairwell entrances to the 2nd and 3rd floors. If you work after hours, you are responsible for locking any doors that you unlock. Please see the front office if you are not sure if a door falls under this category.

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.

Nichols Hall is a 24-hour building. While this has several obvious benefits, it is not without risks. Please keep in mind that because Nichols Hall is a 24-hour building and is 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.

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 N232. 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 N116.

**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 GTA you will have a mailbox assigned to you in N232. 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.

**Telephone Use**
Telephone use is strictly controlled. Only a few phones have off-campus capability. Check with Megan Whitney if you feel you have a valid reason to make a long distance call at the department’s expense.

**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.

**Department Refrigerator, Microwave**
There is a community refrigerator and microwave available for your use in N232. 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.

**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 Megan Whitney 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 Megan in N229 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.

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**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 1.5) 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 Megan Whitney.

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

<table>
<thead>
<tr>
<th>SEMESTER</th>
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<tr>
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<td>$55</td>
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Policy # 2013-200118-3 UnitedHealthcare Insurance Company

**TO ENROLL:**
Go to [https://www.uhcsr.com/k-state](https://www.uhcsr.com/k-state) and select the link directly below the GRA/GTR/GA Enrollment Instructions. The website can be used also to access information on Continuation Insurance and to view the complete Policy Brochure (2013-3).

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. Complete information on dental and vision coverage is available at the website above in the groupings that end in a “-3.”

**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 your department Business Manager to ensure your paperwork (appointment and supporting documents) has been submitted to Human Resources (not just completed or sent to the Dean’s office). If it has been sent to HR, your status will be verified as soon as possible. Questions on paperwork and appointments should be directed to your department representative who can check with Human Resources 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 the Business Manager to check on your appointment papers. See above.


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.

NO MORE WAIVERS IN iSIS!!!

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 instate 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 and other information online in the K-State Human Resource Information System (HRIS): http://www.as.ks.edu/HRIS.

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: http://www.k-state.edu/hr/HRIS/paydates.html.

If you have questions or concerns regarding a paycheck, please speak with Megan Whitney in N229.

Summer Paychecks
Summer GTA appointments are not common in the CIS department. However, if you are on 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: http://www.as.ks.edu/HRIS.

**HRIS/Employee Self Service**
Employee Self Service, also referred to as HRIS, allows K-State employees to view their paycheck data, leave balances, benefit summaries, compensation and training summaries. Employees may update their direct deposit data, W-4 and/or K-4 tax information, personal data (address, phone, emergency contact, marital status, ethnic code) and enroll for training online using this application. Questions regarding personnel data changes or Employee Self Service should be directed to the Megan Whitney.

- K-State Employee Self Service: https://www.as.ksu.edu/psp/HRIS/?cmd=login&languageCd=ENG
- K-State Employee Self Service Instructions: http://www.k-state.edu/hr/selfserv.htm

*Important: At this time, iSIS and HRIS do not link. Updating personal information, such as your address and telephone number in iSIS 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.*

**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 Megan Whitney 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 or Megan Whitney (metate@ksu.edu).

**Enrollment Requirements**
GRAs hold their appointments with the understanding that they are to make normal progress toward a degree. 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

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Room</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Gurdip Singh</td>
<td>Department Head</td>
<td>Nichols 234</td>
<td><a href="mailto:gurdip@ksu.edu">gurdip@ksu.edu</a></td>
</tr>
<tr>
<td>Dr. David Gustafson</td>
<td>Chair-Grad Studies Committee</td>
<td>Nichols 227A</td>
<td><a href="mailto:dag@ksu.edu">dag@ksu.edu</a></td>
</tr>
<tr>
<td>Megan Whitney</td>
<td>Business Manager</td>
<td>Nichols 234</td>
<td><a href="mailto:metate@ksu.edu">metate@ksu.edu</a></td>
</tr>
<tr>
<td>Ami Ratzlaff</td>
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<td>Nichols 234</td>
<td><a href="mailto:amiable@ksu.edu">amiable@ksu.edu</a></td>
</tr>
<tr>
<td>Janice Herndon</td>
<td>Accountant</td>
<td>Nichols 213</td>
<td><a href="mailto:herndon@ksu.edu">herndon@ksu.edu</a></td>
</tr>
<tr>
<td>Earl Harris</td>
<td>Network Service Tech (Hardware)</td>
<td>Nichols 123</td>
<td><a href="mailto:earl@ksu.edu">earl@ksu.edu</a></td>
</tr>
<tr>
<td>Seth Galitzer</td>
<td>Systems Admn. (Software)</td>
<td>Nichols 116</td>
<td><a href="mailto:sgsax@ksu.edu">sgsax@ksu.edu</a></td>
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