



# STUDENT PAYMENT GUIDANCE DOCUMENT

To serve as a comprehensive guide on payments made to students at Tufts Friedman School of Nutrition

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## INTRODUCTION

This document is intended to establish guidelines to ensure consistency and compliance with all Tufts University payment policies for student stipend, hourly student research assistant, teaching assistantships, and hourly student payments at the Friedman School of Nutrition. This document outlines the processes for hiring, managing, and extending all types of student appointments.

## STUDENT PAYMENT TYPES

There are multiple ways to issue payment to students and it is important to understand the correct method for each individual set of circumstances to ensure accurate payment and financial reporting. The different types of student payments issued through payroll are outlined below:

- **PHD Student Stipends** – Friedman School doctoral stipends are awarded from school operating, gift, and sponsored research funds. Doctoral stipends often fall into one of two categories, research assistantships or trainee fellowships. A research assistantship is a form of funding in which a student works as an "assistant" in exchange for partial or full tuition and/or stipend support and is typically funded from sponsored research funds. A fellowship trainee is awarded funds to cover (including but not limited to) living expenses, scholarly activities outside of the classroom, dissertation research, etc.
- **Teaching Assistants (TA)** – Teaching assistants are graduate students who, as part of their training, are awarded a stipend to provide part-time support to faculty who are teaching a course at the Friedman School.
- **Research Assistants (RA)** – Research assistants are graduate students who receive payment for their working contributions to a research study.
  - a. **Hourly Students** – Students can apply for and secure a work study or non-work study position on campus. Both work study and non-work study positions are posted on The Friedman School [Career Services website](#) and are featured in the [Weekly Student Digest](#).

**WORK-STUDY STUDENT** – [THE HEALTH SCIENCES OFFICE OF FINANCIAL AID](#) AWARDS FEDERAL WORK STUDY (FWS) FUNDING TO STUDENTS THAT MEET ELIGIBILITY REQUIREMENTS. STUDENTS ARE RESPONSIBLE FOR NOTIFYING THE OFFICE OF FINANCIAL AID IF THEY ARE INTERESTED IN RECEIVING FWS AS PART OF THEIR FINANCIAL AID PACKAGE. STUDENTS SHOULD ALSO COMMUNICATE THAT THEY HAVE BEEN AWARDED FWS TO THE HIRING MANAGER WHEN APPLYING FOR A POSITION AT THE FRIEDMAN SCHOOL.

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## WHAT ARE THE REQUIRED STEPS FOR HIRING AN HOURLY STUDENT WORKER?

### JOB POSTING AND INTERVIEWS

1. The hiring manager consults the Friedman School Student Payment Guidance and determines the hourly pay rate based on the school's recommended [pay rates](#).
2. Hiring manager posts job on the [Friedman School Career Services website](#) and/or the [Weekly Student Digest](#).
3. The hiring manager interviews applicants and extends an offer once a candidate has been identified.

## MAKING AN HOURLY STUDENT OFFER AND APPOINTMENT EXTENSIONS

A student **offer letter** must be completed and provided to the student for all hourly student positions prior to the start date. Offer letters must be submitted [here](#) for processing by the Friedman School business office.

An **extension letter** is required should you decide to extend the student's appointment beyond the original end date and must be submitted [here](#) for processing.

## ONBOARDING FOR ALL STUDENT WORKERS (APPLIES FOR HOURLY, TA, AND STIPEND APPOINTMENTS)

Once the hire is processed by the business office, the student will receive an email from Tufts Support Services (TSS) instructing them to establish their Tufts online Identity (UTLN) and complete their W4, Direct Deposit, and I-9 forms. Payment cannot be issued until the I-9 process is completed. Please refer to [AccessTufts](#) for additional details.

## HOW ARE STUDENTS PAID ONCE HIRED? - NOTE THIS SECTION IS FOR US-BASED HIRES ONLY!

### HOURLY RESEARCH ASSISTANTS (RA'S) AND STUDENT WORKERS

- The hiring manager submits the offer letter [here](#) for processing.
- The hire is processed through the Friedman School [Finance office](#) and the student is notified of next steps.
- Hourly students are paid weekly based on hours worked and submitted through online timesheets via the [administration portal](#).

### FEDERAL WORK-STUDY

- For students with Federal Work-Study (FWS) awards, the hiring manager will support 25% of the hourly wage and FWS will support 75%. The manager is responsible for covering 100% of the hourly wage once the FWS funds are fully spent.
- **Students awarded Federal Work Study funds are responsible for knowing the amount of funding they were awarded and informing their supervisor about this amount and when it will be fully used.**

Please direct all questions regarding FWS to the [Financial Aid Office](#).

**Office Hours** Monday-Friday: 9am to 5pm

Phone 617-636-6574

Fax 617-636-3447

[med-finaid@tufts.edu](mailto:med-finaid@tufts.edu)

## SUBMITTING HOURS VIA THE TIMESHEET PORTAL

- Instructions for submitting hours via the timesheet portal are available [here](#).

## STUDENT PAYROLL PROCESS FOR RETROACTIVE HOURS

- To report any retroactive hours **WITHIN THE PREVIOUS 4 WEEKS OF THE MONDAY DEADLINE**, simply complete the timesheet within the portal. The system will now automatically flag retroactive hours when timesheets are filled out and submitted.
- If not submitted by the deadline, those hours will be included in an upcoming payroll cycle.
- **To report late/retroactive hours beyond the previous 4 weeks, please send a request to [FriedmanFinance@tufts.edu](mailto:FriedmanFinance@tufts.edu).**
- Please make every effort to submit your hours on time.

## TEACHING ASSISTANTS (TA'S)

- The course instructor submits a TA request prior to the start of the semester to the Dean of Educational Affairs for approval.
- Once approved, the hire is processed by Friedman School [Finance office](#) and the student is notified with next steps.
- TAs are paid a semester stipend that is issued semi-monthly on the 15<sup>th</sup> and 30<sup>th</sup> of the month. **TAs DO NOT SUBMIT TIMESHEETS (unless they are recent Tufts grads).**
- Details on the TA payment structure are outlined in the [Friedman School TA policy](#).

## HIRING INTERNATIONAL STUDENTS - NOTE THIS SECTION IS FOR INTERNATIONAL HIRES ONLY!

### Students and Temporary Workers Based Outside of the U.S.



**INTERNATIONAL HIRING NOTICE:  
TEMPORARY WORKERS AND STUDENT WORKERS CANNOT BE BASED OUTSIDE THE US.**

Tufts will no longer issue payment to students and temporary workers living outside of the U.S. Exceptions made during the height of COVID-19 will no longer be made per [University guidance](#). Please see the table below for details on when students and temps can and cannot be hired.

### Q: Can I hire a student or temporary worker?

Student Employment /Funding	International Student/Temp Living in the U.S.	U.S. Citizen Living in the U.S.	International Student/Temp Living Outside the U.S.	U.S. Citizen Living Outside the U.S. No
Teaching Assistant	YES	YES	NO	NO

Hourly Research Assistant	YES	YES	NO	NO
Hourly Work Study Student	YES	YES	NO	NO
Hourly Student Intern	YES	YES	NO	NO
Doctoral Stipend Recipient	YES	YES	YES*	YES*

***\*We are working with TSS to determine the most appropriate payment mechanism for doctoral stipend recipients currently living outside of the U.S. Doctoral students that this applies to have been contacted separately. Next steps will be provided soon.***

International students living in the U.S. must obtain a [social security number](#) and complete the [new hire onboarding process](#) before they can begin working. They should also be in touch with the [International Center](#) to review any visa requirements/restrictions prior to working.

#### THE PHD STUDENT STIPEND PROCESS:

The Office of Student Affairs is responsible for sending out stipend award letters to student stipend recipients upon admission. The Friedman School business office is responsible for setting up the stipend payments, at the start of each academic year.

- a. Stipend Standard terms – Typically stipend support is funded for 3 years from school operating, gift, or grant funds. The Friedman School yearly doctoral stipend rate is \$30,000. Stipends are paid out on a semi-monthly basis (the 15<sup>th</sup> and 30<sup>th</sup> of each month) based on the academic year which runs from September 1st through August 31st.
- b. Stipend Support Beyond Year 3– Stipend support can be extended beyond three years if a student’s advisor/faculty member has grant funds available, and/or if the student receives a fellowship (the student submitted proposal).

**The annual rate and payment process for doctoral student stipends is subject to change based on University and School guidelines.**

#### PHD STUDENT STIPEND PAYMENT INITIAL SETUP AND EXTENSIONS

OSA submits the stipend letter and/or stipend extension letter [here](#) for processing. The business office contacts the student when the stipend payment is initiated and/or the extension is processed. Next steps will be shared with the student (if applicable) in the communication from the business office.

#### STIPEND PAYMENTS ENDING

The OSA notifies the business office of the following:

- Voluntary leave of absence
- Withdrawal
- Graduating early

The business office terminates the student’s stipend in the payroll system.

## FRIEDMAN SCHOOL AND UNIVERSITY CONTACTS

### Friedman School Contacts:

- [Friedman School Business Office](#)
  - [Ellen-Marie Bransfield](#), Financial Administrator
  - [Kenji Thrash-Correia](#), Assistant Director of Business Operations
  - [Courtney King](#), Director of Business Operations
- [Dana Kovacs](#), M.Ed., Education Administrator
- [Matthew Hast](#), Assistant Dean of Student Affairs
- [Marny Mitchell](#), Director of Admissions

### University Contacts:

- [Tufts Support Services](#), Questions about benefits, payroll, and HR transactions: 617-627-7000
- [Tufts International Center](#): 617-627-3458

## DEFINITIONS

**OSA** – Office of Student Affairs

**SRA** – Senior Research Administrator

**BO/Business Ops** – Business Operations

**Student Stipend** - A PhD stipend is a monthly allowance given every month to students to cover their daily expenses, research, and accommodation. The expense covered under a PhD stipend varies based on the degree as well as institutions available funding.

**Teaching Assistant (TA)** - is a student enrolled in graduate school who helps the professor with anything related to the course, from leading in supplemental lectures to grading assignments.

**Fellowships** - provide financial support for PhD students, usually without the teaching or research requirement of an assistantship. The requirements and conditions vary depending on the discipline, but fellowships are generally merit based and can be highly competitive. Fellowships usually cover at least the cost of tuition, but some may even pay for scholarly extracurricular activities, like trips, projects, or presentations. Fellowships can be offered through your university or department as well as outside sources.

**Research Assistant** - is a graduate student assigned to conduct research that is for the benefit of the student's own learning and research and for the benefit of the university, faculty or academic staff supervisor or granting agency.