Research Assistant

- A research assistant is a UW-Madison graduate student working towards a Master's or Ph.D. degree. An appointment as a research assistant is appropriate if the activity performed by the research assistant is primarily for the benefit of the individual's course of study and research and directly applicable to the individual's thesis or dissertation. Tasks which are irrelevant or unnecessary to the appointee's academic program or repetitive beyond that which is necessary to achieve excellence in the activity are not appropriate for an individual appointed as a research assistant.
- The appointee is required to register for a full load of graduate courses and research. A maximum research assistant stipend is established annually on an institution-wide basis, although the amount of each individual stipend may vary among departments.
- A research assistant is to be supported from the federal research funds only if it can be documented that the activities of the research assistant constitute necessary work towards the objectives of the sponsored research project which provides the funding.
- Income taxes, but not social security taxes, are withheld from research assistant stipends.

Research Assistant

Appointment Type: SA (Student Assistant)
EMPL Class: SA2
Title Code: Y41NN
Account Code:
1231 (A-basis) - Engr
1231 (C-basis) - Not used in Engr
Continuity: 03--(termination date required)

- Summer appointments should not start before June 1.
- Appointments starting Fall semester cannot start before the last day of the 8 week summer session.
- Academic Year Pay:
  Appt up to 75%.
- School Year--Full-time enrollment:
  - Non-dissertator 8 to 15 credits (300 level and above)
  - Dissertator 3 credits (300 level and above)
- Summer--Full-time enrollment:
  - Non-dissertator 2 credits (300 level and above)
  - Dissertator 3 credits (300 level and above)
- Tuition Remission—Eligible if standards for appt percent and duration are met.
- Insurance Eligibility-Yes
- I-9 Required—Yes
- Retirement—Not eligible
- CBC Required—Yes
- Approval needed:
  - None
- Documentation required with JEMS hire:
  - None
- Appt usually starts on first day of the month.

When determining whether to create a new appointment or re-open an old appointment, consider the impact on benefits.