

Project Assistant

- These titles designate graduate students enrolled in a UW System institution who are employed to assist with research, training, or other academic programs or projects at the UW-Madison.
- The selection of the appropriate minimum salary should be made according to terms of the current collective bargaining agreement between the State and the Teaching Assistants Association. Departments wishing to pay above the minimum should seek approval from the appropriate dean or director.
- Payments made to program or project assistants are fully taxable as wages, and taxes will be withheld from monthly paychecks.

Project Assistant

Appointment Type: SA (Student Assistant)
EMPL Class: SA5
Title Code: Y43NN
Account Code: 1211 (A-basis)
Continuity: 02—(termination date required)
Pay Basis: A basis

Exception: Senior Undergrad that has Sr Grad Status.

- Initial appointment is set up for one calendar year. It can be extended for up to one calendar.
- New appointment is set up each year.
- Extend appointment, if same job, same professor, same duties.
- If break in appt during summer, can come back to same job, same professor, same duties. New position should not be created.
- Annual (only) Pay:
Appt up to 75%
- Summer Pay and during breaks:
Appt up to 100%
- School Year--Full-time enrollment:
 - 2 credits (300 level and above)—GS minimum, each department may have their own requirements.
- Summer--Full-time enrollment:
 - Not required to register for credit during summer.
- Tuition Remissions—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
- If getting MS in May, cannot continue over the summer unless accepted into PhD program.
- If admitted as a Grad student to begin in Fall, can have a PA preceding summer.
- If International, must be enrolled in summer to have PA in summer.