This memo provides information about job codes in ConnectCarolina HR and tuition awards eligibility. To be eligible for instate and tuition remission awards, a student must meet certain requirements, including earning a minimum stipend for work performed with an appropriate rank/job code. The legacy system included three rank codes, Teaching Assistant (21), Research Assistant (22), and Fellow/Trainee (23), that were eligible for tuition awards.

Effective immediately, the ConnectCarolina HR system contains the following job codes:

800168  Graduate Assistant*
800169  Graduate Teaching Assistant
800170  Graduate Research Assistant
800171  Fellow Trainees
800172  Graduate Teaching Fellow
800183  Senior Teaching Fellow
800184  Instructional Assistant

* Students with a primary job code of Graduate Assistant are NOT eligible for tuition awards. For more detailed information and definitions for each job code, visit The Graduate School website, http://gradschool.unc.edu/policies/tuitionsupport/.

If you have completed your HR actions for the academic year, there is no need to change job codes now – you may start using the new job codes next academic/fiscal year. Consult your School/Division HR contact if you have specific questions about your unit’s policy.