

RESTRICTED-ACCOUNT GRADUATE ASSISTANTS FOR ACADEMIC YEAR _____

Indicate time period to be worked below. A semester pay period begins with the first day of the semester and ends with commencement (not the first and last day of classes). If employment begins after the start of a semester, please use the "Other" category. The work period(s) for the semester breaks begin the day after commencement to and including the day before the official start of the next semester. (Official dates are printed in the Schedule of Classes.) (See next page for definitions.)

() Fall Semester () Spring Semester () Summer Session () Other _____
 () Fall Break () Spring Break () Summer Break (please specify beginning and ending dates)

Name SS#	Monthly Stipend*	Account Number	Tuition Paid By*	Dept. Assigned	Duties
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*Justification is required if: 1) dates of appointment do not coincide with the semester calendar, 2) the minimum monthly stipend is less than \$550 (master's) or \$1000 (doctoral), and/or 3) the grant does not pay the tuition.

Submitted:

Principal Investigator (1)

Approved:

Department Head (2)

Business Office (4)

Dean of College (3)

Dean of the Graduate School (5)

All NEW graduate assistants must complete a personnel packet with the Personnel Department in Martin Hall, Room 175. In the fall, such students will complete this packet during Graduate School Orientation. In the spring and summer, they will report to Personnel.

If your grant is paying the tuition, the graduate assistant must report to Mr. Gerald LeBlanc in Martin Hall, Room 161 after registering for classes.

SEE BACK OF FORM FOR ADDITIONAL INFORMATION ON UNIVERSITY POLICIES AND IMMIGRATION AND NATURALIZATION RULES.

All policies are strictly enforced. Violation of established policies and procedures may subject a student to disciplinary action and that student may not be able to continue employment.

SS# - All students must have a social security number in order to be paid.

Time periods – Please use the “semester” category only if employment is for the full semester. If employment begins after the start of the semester, please use the “other” category and indicate start date and/or if the monthly stipend needs to be prorated.

Department assigned – This is usually where the student physically works. This is also the department where the payroll check will be sent.

U.S. Citizens:

Students are allowed to work no more than 20 hours per week during fall and spring semesters and MUST be enrolled in a minimum of 9 hours per semester (fall/spring). There will be exceptions, for example, when a student is in the last semester of studies; a minimum of 5 hours, however, is required.

During semester breaks, students may work no more than 40 hours per week. Break employment may not begin until the day after commencement and must end on the day before the official start of the next semester.

Students are allowed to work no more than 30 hours during the summer session and if the student is not enrolled or not enrolled in at least half time (3 hours) the student will be required to pay FICA taxes.

International Students:

Bureau of Citizenship and Immigration Services (BCIS) allows international students to work a maximum of 20 hours per week during fall and/or spring semesters when school is in session. The student must be enrolled in a minimum of 9 hours in fall and/or spring semesters. There will be exceptions, for example, when a student is in the last semester of studies; a minimum of 5 hours, however, is required.

During the summer sessions, students are allowed to work no more than 20 hours per week if enrolled in classes; enrollment is optional. However, if international students are not enrolled in classes during the summer session, they are considered on “holiday” and may work up to 30 hours per week (university policy). Students may work full time during semester breaks (8 CFR 214.2(f)). The break period(s) following the fall and/or spring semesters, are defined as, the day after commencement to and including the day before the official start of the next semester. The summer break period begins on the day following the official end of the summer session to and including the day before the official start of the next semester.

Other:

Payroll for a graduate student who does not have an assistantship is processed through the student payroll office. Please contact the Student Financial Aid Office at 482-6499 for more information.