

FY16 GRADUATE ASSISTANTSHIP REQUEST FORM

All Graduate Assistants are required to complete an I-9, selective service (if male), and withholding forms on or before the first day of employment. No offer should be made and no work completed until the I-9 and Visa status is verified by Lynette Lucas.

Please complete all shaded areas below.

Student's Name:	ID Number:
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Appointment Type:	Appointment Start Date:	Appointment End Date:
<input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Graduate Teaching Assistantship <input type="checkbox"/> Graduate Research Assistantship		
<i>Normal Appointment Dates:</i> Fall Semester: Aug 10 -- Dec 24 Spring Semester: Dec 25 -- May 9 Summer I: May 10 -- Jun 24 Summer II: Jun 25 -- Aug 9		

2015-2016 AY Rates & Charges

	In-State (On Campus)	Extended Campus
Tuition	\$6,129.50	\$6,778.50
Eng. Fee	\$429.50	\$479.00

Fund(s) to Charge for Stipend:	
Fund(s) to Charge for Tuition:	

Requested Work Hours:	<input type="checkbox"/> Full-Time (20 hrs/wk)	<input type="checkbox"/> Part-Time (10 hrs/wk)
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Please check the pay step below based on student's current status:

	Pay Step	Monthly Range	Monthly Pay Rate Requested
<input type="checkbox"/>	Step 11 (up to 24 hrs MS)	1,857 - 1,905	
<input type="checkbox"/>	Step 12 (>24 hrs MS)	1,907 - 1,955	
<input type="checkbox"/>	Step 13 (Post MS)	1,958 - 2,010	
<input type="checkbox"/>	Step 14 (Post Prelims)	2,011 - 2,061	

Requestor Signature: _____	Date: _____
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Return this form to Lynette Lucas to create Assistantship Contract.

For Business Office Use Only

PRE-APPT.	Offer Signed & Accepted <input type="checkbox"/>	I-9 Complete <input type="checkbox"/>	POST APPT.	Entered in Banner <input type="checkbox"/>	Position No.	Reconciled <input type="checkbox"/>	Confirmed to PI <input type="checkbox"/>
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