



INDIANA STATE UNIVERSITY

GRADUATE ASSISTANTSHIP PAY AUTHORIZATION

(SEE GUIDELINES FOR GRADUATE ASSISTANTSHIP PAY)

Employee Name _____ SSN or ISU ID# _____
 Department _____ College/School _____
 Pay Expense Index _____ Org Code _____
 Person Completing Form _____ Extension Number _____

Appointment

Year	Appointment Term	Weekly Service Hours	Compensation Amount
20____ / 20____	Academic Year		
20____	Fall Semester Only		
20____	Spring Semester Only		
20____	Summer I - 3-Week Session		
20____	Summer I - 5-Week Session		
20____	Summer I - 8-Week Session		
20____	Summer II		

Employee Certification

This appointment is in effect for the period indicated above. For continued eligibility requirements, refer to the latest edition of the Graduate Catalog. You must make satisfactory progress toward your degree and maintain a minimum cumulative GPA of 3.00 (some academic units may require a higher GPA) in order to retain this appointment.

I hereby accept the appointment under these terms and agree to render service as stipulated above.

 Employee _____
 Date

Approval Signatures

I have verified that the student named above meets the eligibility requirements for a graduate assistantship appointment, and that the funds are available for payment.

 Department Chairperson or Department Head _____
 Date

 Dean, College or School _____
 Date

 Dean, School of Graduate Studies _____
 Date

Comments:

<u>Office Use Only</u>
New Ee _____
Returning _____ HR _____

GRADUATE ASSISTANTSHIP PAY AUTHORIZATION GUIDELINES

1. A graduate assistant who has not worked for the University in the past 12 months is considered a new employee. Prior to or on the first day of employment, a new employee must go to Human Resources and the Payroll Office with the proper identification to complete the following forms:
 - I-9 Immigration Form
 - Drug-Free Form
 - Computer User Form
 - Tax Withholding Forms
 - Direct Deposit Authorization
 2. Graduate assistantships are paid monthly, according to the following schedule:
 - Academic year awards: nine equal pays beginning October 1 and ending June 1.
 - Fall awards: four equal pays beginning October 1 and ending January 2.
 - Spring awards: five equal pays beginning February 1 and ending June 1.
 - Summer I 3-week awards: one pay one week after the last day of session
 - Summer I 5-week awards: one pay on last day of session
 - Summer I 8-week awards: ½ at mid-point of 8-week session, ½ at end of session.
 - Summer II awards: one pay on last day of session.
 3. Assistantships that are cancelled for any reason (resignation, insufficient enrollment, etc.) will be paid on a prorated basis. Employing departments must notify the School of Graduate Studies and the Payroll Office immediately when an assistantship is cancelled.
 4. Revisions to an assistantship should be indicated in the Comments section on a new authorization, and forwarded to the appropriate office for processing.
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GRADUATE ASSISTANTSHIP ELIGIBILITY REQUIREMENTS

1. An applicant for a graduate assistantship must meet the regular admission and assistantship award criteria of the School of Graduate Studies. Some academic units may have higher and/or other eligibility requirements.
 2. A graduate assistant must make progress toward a graduate degree in accordance with the satisfactory academic progress policy of the School of Graduate Studies.
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DOCUMENT FLOW

1. Department Chairperson or Department Head – initiate form, sign approval of appointment period, pay rate, and pay expense index
2. Employee – sign employee certification accepting appointment
3. Dean – sign approval
4. Dean of School of Graduate Studies – sign approval, verify qualifications
5. Human Resources – obtain I-9 and other related forms for new employees
6. Payroll – process payment