



**INDIANA STATE UNIVERSITY
GRADUATE ASSISTANTSHIP PAY AUTHORIZATION**

(SEE GUIDELINES FOR GRADUATE ASSISTANTSHIP PAY)

Employee Name _____ Univ. ID _____

Department (Working) _____ College (Working) _____

Funding Source Grant Dept. OGS

Dept Pay Expense Index: _____ Dept Pay Expense Org: _____

Person completing the form: _____ Ext. Number _____

TA Specify Courses _____ CI List Duties: _____

RA List Duties: _____ AI List Duties: _____

Appointment Term	Appointment		Payroll Use Only
	Weekly Service Hours	Award Amount	Biweekly Payroll Amount
Academic Year			
Fall Semester Only			
Spring Semester Only			
11-Week Summer Term beginning in May			
8-Week Summer Term beginning in June			
7-Week Summer Term beginning in May			
4-Week Summer Term beginning:			

Please contact the Office of Graduate Studies regarding start dates that deviate from the dates listed. See Policy: <https://www.indstate.edu/cgps/graduate-assistantships>

Mandatory Start Dates for Graduate Assistants:
 Summer 2024 Set by supervisor
 Fall 2024 Thursday, August 15, 2024
 Spring 2025 Thursday, January 9, 2025

OGS Authorized Alternative Start Date: _____

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.

X _____ Date _____
 Employee

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.

X _____ Date _____
 Department Chairperson or Department Head

X _____ Date _____
 Dean, Academic College or VP

Processing Use Only:

Comments: _____ IPEDS _____

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 Student Employment with the proper identification to complete the following forms:
 - I-9 Immigration Form
 - Drug-Free Form
 - Tax Withholding Forms
 - Direct Deposit Authorization
 - Confidential Data and Computer User Agreement
2. Graduate assistantships are paid according to the following schedule:
 - Academic year awards: 18 equal biweekly pays beginning in September and ending in May.
(NOTE: No pay will be issued for graduate assistants on one biweekly pay between the Fall and Spring Semesters.)
 - Fall awards: nine equal biweekly pays beginning in September and ending in December.
 - Spring awards: nine equal biweekly pays beginning in late January and ending in May.
 - Summer awards: Bi-weekly dependent upon the session awarded

11 week awards: 6 pays in summer beginning with ST-11

8 week awards: 4 pays in summer beginning with ST-13

7 week awards: 4 pays in summer beginning with ST-11

4 week awards: 3 pays if beginning in May with first pay on ST-11
3 pays if beginning in June with first pay on ST-13
2 pays if beginning in July with first pay on ST-15
**Please indicate start date of 4 week awards.
3. Assistantships that are cancelled for any reason (resignation, insufficient enrollment, etc.) will be paid on a prorated basis. Employing departments must notify their Academic College/Division 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.

GRADUATE ASSISTANTSHIP ELIGIBILITY REQUIREMENTS

1. An applicant for a graduate assistantship must meet the regular admission and assistantship award criteria Indiana State University. 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 Office of Graduate Studies

DOCUMENT FLOW

1. Department Chairperson or Department Head - initiate form, sign approval of appointment period, pay rate, and pay expense index and submit with completed Tuition Fellowship.
2. Employee - sign employee certification accepting appointment
3. Academic College Dean/Division Head - sign approval
4. Academic College Designee/Division Designee - verify qualifications, process in Banner
5. Student Employment - obtain I-9 and other related forms for new employees
6. Payroll - process payment