



**INDIANA STATE UNIVERSITY
GRADUATE ASSISTANTSHIP PAY AUTHORIZATION**

(SEE GUIDELINES FOR GRADUATE ASSISTANTSHIP PAY)

Employee Name _____ Univ. ID _____
 Department (Awarding) _____ College (Awarding) _____
 Department (Worked) _____ College (Worked) _____
 Pay Expense Index _____ Grant Dept. CGPS Org Code _____
 Person Completing Form _____ Ext. Number _____
 TA Specify Course #: _____ 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 College of Graduate & Professional Studies regarding start dates that deviate from the dates listed. See Policy: <http://www2.indstate.edu/gradexpress/ga-guidelines.pdf>

Mandatory Start Dates for Graduate Assistants:
 Summer 2018 Thursday, May 17, 2018
 Fall 2018 Thursday, August 16, 2018
 Spring 2019 Thursday, January 10, 2019

CGPS 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 or Dean of College

X _____ Date _____
 Dean, College of Graduate and Professional Studies

CGPS 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 the College of Graduate and Professional 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.

GRADUATE ASSISTANTSHIP ELIGIBILITY REQUIREMENTS

1. An applicant for a graduate assistantship must meet the regular admission and assistantship award criteria of the College of Graduate and Professional 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 College of Graduate and Professional 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. Dean - sign approval
4. Dean of College of Graduate and Professional Studies - sign approval, verify qualifications
5. Student Employment - obtain I-9 and other related forms for new employees
6. Payroll - process payment