

	*GRADUATE ASSISTANT PAYROLL	*STUDENT PAYROLL	
		GRADUATE STUDENT	UNDERGRADUATE STUDENT
CREDITS	<ul style="list-style-type: none"> Must be registered and matriculated for 6 credits 	<ul style="list-style-type: none"> Must be registered and matriculated for 4.5 credits 	<ul style="list-style-type: none"> Must be registered and matriculated for no less than 6 credits
HOURS	<ul style="list-style-type: none"> Not to exceed 20 hrs (cumulative) Additional 5 hours, if approved, go on student hourly payroll All additional five hour requests must be made to the Grad School by the major professor heading the student's program of study attesting to the student's academic standing. Job will be entered by the hiring department. PER DEPARTMENT OF HOMELAND SECURITY REGULATIONS Foreign Nationals on F-1 and J-1 Visas are not allowed to work additional 5 hours 	<ul style="list-style-type: none"> Cannot exceed 20 hrs (cumulative) while classes are in session. Additional five hours with approval All additional five hour requests must be made to the Grad School by the major professor heading the student's program of study attesting to the student's academic standing. Job will be entered by the hiring department PER DEPARTMENT OF HOMELAND SECURITY REGULATIONS Foreign Nationals on F-1 and J-1 Visas are not allowed to work additional 5 hours 	<ul style="list-style-type: none"> Cannot exceed 20 hours (cumulative) while classes are in session. Cannot have more than 2 active jobs on student payroll.
PAY GROUP	<ul style="list-style-type: none"> Pay group is always PGR 	<ul style="list-style-type: none"> Pay group is always STU 	<ul style="list-style-type: none"> Pay group is always STU
GRADE/STEP	<ul style="list-style-type: none"> Paid on Grade 1, steps 1-3 	<ul style="list-style-type: none"> Paid on approved grades May be paid anywhere between min. & max. step on grades 1, 4, 5, 6 To pay over the maximum step, send the Graduate School memo for approval Grades 2 & 3 must be paid at step amount – do not alter 	<ul style="list-style-type: none"> Paid on approved grades May be paid anywhere between min. & max. step on grades 1, 4, 5, 6 To pay over the maximum step, send Enrollment Services memo for approval Grades 2 & 3 must be paid at step amount – do not alter
TO HIRE AS PER COURSE INSTRUCTOR	<ul style="list-style-type: none"> Hire on the Student payroll. Refer to Graduate Student Column. Not eligible to be PCI if appointed to a 20/hr assistantship. 	<ul style="list-style-type: none"> Use Job Code IN5278 with Pay Group STU Please note that 1 class = 10 hours. Student may not teach more than 2 courses. 	<ul style="list-style-type: none"> Not eligible to teach courses.
APPOINTMENT LETTERS	<ul style="list-style-type: none"> Send to the Graduate School 	<ul style="list-style-type: none"> Send memo to Grad School for grade 2 	<ul style="list-style-type: none"> Send memo to ES for grade 2
I-9 INFORMATION	<ul style="list-style-type: none"> Send to Human Resources 	<ul style="list-style-type: none"> Send to Enrollment Svcs 	<ul style="list-style-type: none"> Send to Enrollment Svcs

*If you have any questions regarding the above, please call Paula Murray at 4-2417.