

UNIVERSITY OF ILLINOIS
AT SPRINGFIELD

Application for Fall/Spring Graduate Hourly Work for Graduate Students

Please submit completed form to the GA Office, PAC 518

Important Information: Before you can begin working, please contact the GA Office to schedule a new hire appointment. You cannot begin working until after this new hire appointment has occurred.

Please attach a job description to this form.

Student's Name: _____ Date: _____

UIN: _____ Semester: FL SP of 20 _____

Academic Degree Program: _____ Academic Advisor: _____

Employing Unit: _____

Supervisor Name: _____

Projected work hours per week: _____

Period of appointment (mo/day/yr to mo/day/yr): _____

An end date must be provided and **cannot be later than 12/15/20 for students graduating at the end of the Fall 2020 semester, or later than 5/15/21 for students graduating at the end of the Spring 2021 semester.** If graduate hourly employment will continue during the Summer 2021 term, a new application must be completed for the summer. If graduate hourly employment will continue during the 2021-22 academic year, a new fall/spring application must be completed.

Student's Statement of Understanding

I understand that graduate students who are **not** employed as graduate assistants or GPSI interns during the regular academic year (Fall and/or Spring semesters), and who are **U.S. citizens or permanent residents**, may work up to **25 hours per week** in a graduate hourly position at UIS during the periods when classes are in session, provided they are enrolled in at least 6 credit hours each term of employment. **International students** are limited to working no more than **20 hours per week** when classes are in session. I understand that the graduate hourly position may not start prior to **August 16, 2020** and must be ended no later than **May 15, 2021**. If I will continue employment as a graduate hourly employee during the summer semester, I am aware that a new Application for Summer Graduate Hourly Work form must be completed and submitted to the Graduate Assistantship Office. During periods of the fall/spring semester(s) when classes are **not** in session, a graduate hourly employee may work up to 37.5 hours per week. I understand, and I will abide by this policy. I also understand that working in a graduate hourly position may have tax consequences.

Signature of Graduate Student Date

Supervisor's Statement of Understanding

I understand the policies outlined in the Student's Statement of Understanding and will ensure that the assigned graduate hourly employee follows these policies. Furthermore, I understand that the graduate hourly position may not end later than the date(s) noted above, and will ensure a new form is filed if the student is rehired for the summer and/or next academic year.

Signature of Supervisor Date

CFOAPAL from which position will be paid: 4 - _____ - _____ - 215200 - _____

Hourly rate employee will be paid: \$ _____ Time Entry (check one): Web entry _____ Department Entry _____

Graduate Assistantship Office Approval

Signature of Graduate Assistantship Office Date