

## ADDITIONAL COMPENSATION NOTIFICATION FORM

**INSTRUCTIONS:** Student should submit form with sections 1 and 2 completed to the administrator in their home department prior to work engagement and **keep a copy of completed form for their records.**

### 1. Completed by Student:

Student Name: \_\_\_\_\_ UNI: \_\_\_\_\_

Department/Program: \_\_\_\_\_ Degree:  Masters  PhD/DMA  
 BA/BS

Current student officer appointment:

- Teaching Fellow/Teaching Assistant  Preceptor  
 Reader/Grader  Teaching Assistant II  Teaching Assistant III  
 Graduate Research Assistant  Departmental Research Assistant  Departmental Research Assistant II

Appointment Start Date: \_\_\_\_\_ Appointment End Date: \_\_\_\_\_

*Proposed Additional Work:*

Supervisor Name: \_\_\_\_\_ Supervisor Department \_\_\_\_\_

Departmental Contact: \_\_\_\_\_ Contact's UNI: \_\_\_\_\_

Additional Work Start Date: \_\_\_\_\_ Additional Work End Date: \_\_\_\_\_

Expected Hours per Week: \_\_\_\_\_ (NOTE: Graduate Research Assistants may not exceed **8** hours/week)

#### Certification

I understand that as a student officer, I may receive additional compensation for on-campus work arrangements outside of my normal coursework and student officer responsibilities, *provided that such arrangements in combination with my student officer position do not exceed a maximum of 20 (twenty) hours per week.*

The information that I have provided above is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### 2. Completed by proposed supervisor (please keep a copy for your records):

Description of work to be performed:

Payment Will Be:  based on an hourly rate of \$ \_\_\_\_\_ per hour  fixed amount: \$ \_\_\_\_\_

Funding source/chartstring for payment: \_\_\_\_\_

Is this a grant?:  Yes  No

If yes, SPA approval date: \_\_\_\_\_ Provost Office approval date: \_\_\_\_\_

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### 3. Department use only:

Date form received in department for processing: \_\_\_\_\_

GSAS Office of the Dean approval date: \_\_\_\_\_ (GSAS-funded TA/grader work only)