

**REQUEST FOR EXTRA EMPLOYMENT FOR GRADUATE ASSISTANT**

\*\*\*Request must be approved by Human Resource Services **prior** to work beginning\*\*\*

To be completed by the **graduate assistant**:

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Assistantship  
Department/Unit \_\_\_\_\_ Assistantship hours per week \_\_\_\_\_

Assistantship Appointment Dates: from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**To be completed by department or other unit requesting extra employment (paid via extra compensation):**

Department/Unit \_\_\_\_\_

Start Date of Extra Employment \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date of Extra Employment \_\_\_\_ / \_\_\_\_ / \_\_\_\_

***Requested dates of extra employment cannot be outside of assistantship appointment dates.***

**Maximum** hours per week requested \_\_\_\_\_

Required Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employment Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name and Title \_\_\_\_\_

**To be completed by department or other unit in which assistantship is held:**

Approval is granted / denied (**circle one**) for the above-named student's request for extra employment beyond his/ her assistantship duties.

Days and # of hours GA works assistantship (ex. Wednesdays--4 hours): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Printed Name and Title \_\_\_\_\_

**To be completed by student's major department:**

Approval is granted / denied (**circle one**) for the above-named student's request for extra employment. If granted we certify the student is in good academic standing and this employment should not interfere with the student's academic progress.

\_\_\_\_\_  
Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_ Department Chair or Graduate Director \_\_\_\_\_ Date \_\_\_\_\_

**Human Resource Services:**

Approval is granted / denied (**circle one**) for the above-named student's request for extra employment.

Approved dates of extra-employment

- Same as above
- Specified \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved **maximum** hours per week: \_\_\_\_\_

\_\_\_\_\_  
Human Resource Services \_\_\_\_\_ Date \_\_\_\_\_