Request for Additional Employment for Graduate Assistant

Instructions

Please be aware that any Graduate Assistant that has additional employment as a letter of appointment is not considered a student for purposes of exemption from FICA.

Per Title 4, Chapter 5 of the Board of Regents Handbook, additional employment on or off campus for Graduate Assistants is prohibited unless approved by the GA department and Graduate Dean. Such employment **may never exceed 10 hours per week** and must be limited in nature. Failure to request prior approval of additional employment may result in the assistantship being rescinded. **International students (on F-1 visas) are limited to the 20 hour GA work week during the academic year.**

On Campus Employment/Employment at other NSHE Institutions:
1. The Graduate Assistant requesting additional employment will initiate the process by filling out all of the requested information & obtaining all of the required signatures, excluding the Grad College Dean signature.
2. The GA will drop off the completed form to the front office of the Graduate College (FDH 352) for processing.
3. Once the GA program office verifies the GAs eligibility to work additional hours, the Graduate Dean will approve or deny the request based on the GAs eligibility.
4. The fully signed form will be scanned and emailed to the GAs UNLV email address and the department contact.
5. If the request is approved, the department hiring the GA for additional work will upload the completed form to the Workday contract for final processing.
6. **Very Important:** The Request for Additional Employment for Graduate Assistant form must be completed and approved prior to the start of the additional employment. Any additional employment processed in Workday will not be accepted without the inclusion of this approved form.

Off Campus Employment
1. The Graduate Assistant requesting additional employment will initiate the process by filling out all of the requested information & obtaining all of the required signatures, excluding the Grad College Dean signature.
2. After section 1 is complete, The GA will obtain all of the required signatures from the academic department, excluding the Graduate College Dean signature.
3. The GA will drop off the completed form to the front office of the Graduate College (FDH 352) for processing.
4. Once the GA program office verifies the GAs eligibility to work additional hours, the Graduate Dean will approve or deny the request based on the GAs eligibility.
5. The fully signed form will be scanned and emailed to the GAs UNLV email address.
6. A copy of the request should be kept by the GA.
REQUEST FOR ADDITIONAL EMPLOYMENT
FOR GRADUATE ASSISTANT

International Students (on F-1 visas) are limited to 20 hour GA work week & are not eligible for additional employment.

GRADUATE ASSISTANT INFORMATION
NSHE ID: ____________________________ GA DEPT: ____________________________
FIRST NAME: ________________________ LAST NAME: ____________________________
REBELMAIL: ________________________@unlv.nevada.edu PHONE: ____________________________
HIRING DEPT EMAIL: ____________________________
PLACE OF ADDITIONAL EMPLOYMENT: ________________________________________

Approval requested for:  □ Fall 20____  □ Spring, 20____  □ Summer, 20____
(Please choose the correct semester(s). Approval will be considered for up to one academic year)

Describe additional employment, and how this will contribute to, or impact, the progression in your degree program:

Additional employment cannot exceed 10 hours per week or 3 teaching credits per semester (.25% FTE).

STUDENT SIGNATURE ____________________________ DATE __________

Approved

YES  NO

□  □

□  □

□  □

□  □

□  □

□  □

□  □

Attention Hiring Department: For all additional employment within NSHE, this form must be uploaded as part of the Workday process.

GRADUATE COLLEGE USE ONLY

DEAN, GRADUATE COLLEGE ____________________________ DATE __________

COMMENTS:

SCAN AND EMAIL TO:  □ Student  □ Department  □ Student Employment