

## Graduate Assistant Additional Pay: Pre-Approval Request Form

Graduate Assistants may be employed for more than the maximum number of hours allowed by their contract only in case of an exceptional, temporary, or one-time circumstance. The GA's employing unit must request the graduate extra pay on behalf of the GA, in accordance with the Graduate Assistant Handbook:

[https://hr.illinoisstate.edu/downloads/GA\\_Handbook.pdf](https://hr.illinoisstate.edu/downloads/GA_Handbook.pdf). The GA employing unit must complete this form and obtain all approvals **PRIOR TO** the GA working the additional pay duties.

**GA Name:** \_\_\_\_\_ **GA Title:** Select Title

**GA University ID:** \_\_\_\_\_ **GA Employing Unit:** \_\_\_\_\_

### **Description of GA Additional Pay Duties**

Briefly describe the duties of the assignment, including the dates and number of hours of the assignment.

### **GA Certification**

I certify that I meet all of the following conditions to receive an additional pay:

- I agree to the additional pay assignment;
- I am in good standing;
- I am legally eligible to work the proposed extra hours;
- My graduate coordinator approves the extra assignment;
- My total university employment from all sources, including the proposed extra assignment, does not exceed 28 hours during any week.

**GA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Pre-Approvals**

**GA Employing Department Supervisor Name:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GA Graduate Coordinator's Name:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Aubrey Wagoner, International Student and Scholar Services (FOR INTERNATIONAL STUDENTS ONLY)**

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The GA Employing unit should submit this completed pre-approval form to Cindy Lotz in HR at [cilotz@ilstu.edu](mailto:cilotz@ilstu.edu) or to HR, 101 Nelson Smith Building, Campus Box 1300. HR will notify you when the additional pay has been approved by HR and the Graduate School. Once approved, the additional pay hiring department may submit the Additional Pay request for final approval and payment in iPeople.

### **Internal Use Only:**

- Approval by Gavin Weiser, Interim Director of Graduate School, Date: \_\_\_\_\_
- Approval by Cindy Lotz, Director of Academic Employment, Date: \_\_\_\_\_