Graduate Extra Pay Guidelines from the Graduate Council and Human Resources, effective FY11.

1. GEP forms will be required only if the proposed extra work will take the graduate assistant's total university employment over 20 hours per week. Employment under that limit may be contracted using the standard assistantship or student employment forms.

2. If this request is for extra money to be paid to a Graduate Assistant where no additional hours were worked, contact Shirley Craig (sacraig or 8-8844) about procedures for processing pay raises and bonuses for Graduate Assistants.

3. GEP requests must be approved by Human Resources before the work begins. Requests should be submitted to Human Resources at least one week prior to the first day of GEP work.

4. GEP requests must list in Section 1, [where it states “Describe additional responsibilities justifying pay in detail (include dates and times)”] the dates and hours of employment. GEP forms submitted without this information, or where Human Resources cannot clearly determine the number of hours worked each week and/or the total number of hours worked, will not be processed until this information is received.

5. Section 4 of the PERS 916 must have ALL signatures 1-4 prior to being submitted to Human Resources. The Graduate Assistant must sign on line 1; proxy signatures are not allowed.

6. GEP forms which meet all of the following conditions will no longer require individual approval from the Graduate School.

   a) GA is in good academic standing and legally eligible to work the proposed extra hours
   b) Graduate coordinator in the GA’s degree program approves the extra work (Coordinator signs on line 3 of the PERS 916)
   c) Including the proposed GEP work, the GA’s total university employment from any source will not exceed 40 hours in any week.
   d) Including the proposed GEP work, the total of all GEP work contracts for this GA will not exceed 72 hours in a single fall or spring semester.

7. Employing units seeking to address emergency needs with GEP proposals that meet conditions a - c but will cause the total GEP to exceed 72 hours in a single fall or spring semester may request an exception from the Graduate School. **No work may begin unless/until the exception has been approved by the Graduate School and the GEP request has been approved by HR.**

   Units should be aware that approvals for exceptions will be limited to true emergencies, typically involving an illness or accident that befalls a faculty member or TA near the end of a semester and prompts an academic department to request
additional teaching hours from an assistant who is already teaching that same course, so as to preserve the consistency of instruction.