New Paltz
STATE UNIVERSITY OF NEW YORK

Graduate, Professional & Interdisciplinary Studies

Applicant Information

Banner ID: N_____

Sal._____**Name** _____ **Major Code**_____ **GPA** _____
                Last   First   MI

Address _____
            Street   City   State   Zip

Telephone_____ **New Paltz Email**_____
        Home or Mobile

Hiring Dept _____ ## Position _____

Residency ___ In-State ___ Out-of-State ___ Foreign (International students must fill out the information below regarding work eligibility)

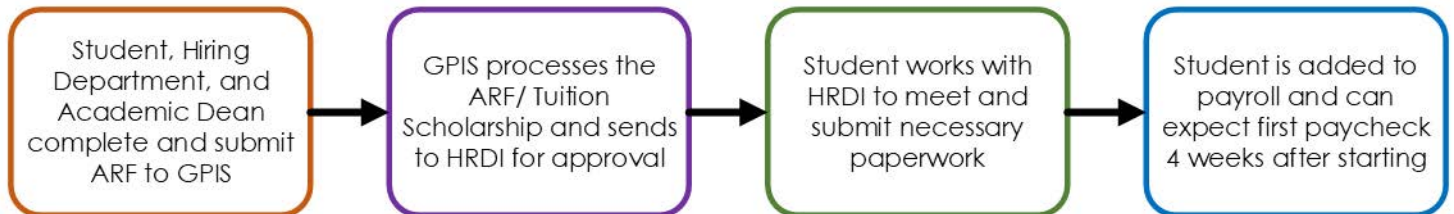Country of Citizenship: _____ **VISA Type:**_____

Do you have the legal right to accept employment in the United States? ___ Yes ___ No
Proof of identity AND either US Citizenship or employment authorization are required prior to employment.

Hiring Timeline

Be attentive to your New Paltz email account! Communication regarding your hiring process will be conducted via NP email. More detailed information about the hiring process can be found on the Grad Studies website here.

TAGA Appointment Process
Timeline of Paperwork

Student, Hiring Department, and Academic Dean complete and submit ARF to GPIS → GPIS processes the ARF/ Tuition Scholarship and sends to HRDI for approval → Student works with HRDI to meet and submit necessary paperwork → Student is added to payroll and can expect first paycheck 4 weeks after starting

Attestation

I hereby authorize investigation of all statement in this application and attached data as provided. I certify that such documentation is true and understand that misrepresentation or omission of facts called for in this form may be cause for refusal of employment or termination if I am offered a position.
I understand that all graduate employees must satisfy the application and reappointment criteria listed in the Teaching Assistant and Graduate Assistant section of the Graduate, Professional & Interdisciplinary Studies website.

If offered a position, I will submit evidence of matriculation, cumulative GPA of at least 3.00 without grades of F or Incomplete, and registration for at least 6 graduate credits. Additionally, I understand that I must complete all hiring paperwork within 3 days of employment.

Signature _____ **Date** _____

Hiring Information

Employee Name: _____ **Banner ID:** _____ **Major Code:** _____ **GPA:** _____

Hiring Department: _____ **Account:** _____

Department Contact: _____ **Banner ID:** _____

TAGA Supervisor: _____ **Banner ID:** _____

Hiring:

_____New Hire

_____Rehire *(Attach Prof Dev for TRs)*

Change in Appointment:

_____ Change in Assistantship Type: **Old Type:** _____ **New Type:** _____

_____ Cancellation/Separation *(Attach a resignation letter)* **Last Day Worked:** _____

Specific Assignment—*Attach a performance program and insert a 2-3 sentence summary for the contract letter.*

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Assistantship Details - *For more information on assistantship types, visit the Grad Studies website here*

Type: *Please ensure you are hiring the correct type for your department needs*

Load: *Students are awarded a 6cr or 3cr tuition waiver based on their full-time or half-time assistantship.*

Duration/Stipend: *Full-time positions receive $2500/semester and half-time positions receive $1250/semester. English TRs earn $2500 per 3cr course and $3000 per 4cr course.*

Teacher of Record (TR)
primary instructor for a course

_____ Full-time TR *(20hrs - 6cr tuition waiver)*

_____ Academic Year *($5000 stipend)*

_____ Fall/Spring: _____ *($2500 stipend)*

Reason if Fall-Only: _____

_____ Half-time TR *(10hrs - 3cr tuition waiver)*

_____ Academic Year *($2500 stipend)*

_____ Fall/Spring: _____ *($1250 stipend)*

Reason if Fall-Only: _____

Brightspace Access:
Course/Sec # _____

Teaching Assistant (TA)
assist a faculty member with a course

_____ Full-time TA *(20hrs - 6cr tuition waiver)*

_____ Academic Year *($5000 stipend)*

_____ Fall/Spring: _____ *($2500 stipend)*

Reason if Fall-Only: _____

_____ Half-time TA *(10hrs - 3cr tuition waiver)*

_____ Academic Year *($2500 stipend)*

_____ Fall/Spring: _____ *($1250 stipend)*

Reason if Fall-Only: _____

Brightspace Access:
Course/Sec # _____

Graduate Assistant (GA)
research/administrative assistance

_____ Full-time GA *(20hrs - 6cr tuition waiver)*

_____ Academic Year *($5000 stipend)*

_____ Fall/Spring: _____ *($2500 stipend)*

Reason if Fall-Only: _____

_____ Half-time GA *(10hrs - 3cr tuition waiver)*

_____ Academic Year *($2500 stipend)*

_____ Fall/Spring: _____ *($1250 stipend)*

Reason if Fall-Only: _____

*GAs do **not** have access to Brightspace - if you require your employee to have access, you must change their assistantship type*

Additional Funding:

_____**Peregrine Plus:** reduces non-resident tuition to in-state Graduate or MBA rate. _____**MFA Scholarship:** only for MFA students

Approvals

Department Chair / Director _____ Date _____

Academic Dean / VP _____ Date _____

Graduate Dean _____ Date _____

Hiring Notes for HRDI

GPIS Processing
GSEU Increase $_____ or N/A | Tuition Rate $_____ | ____ 3cr or ____ 6cr | Total Credit Waiver $_____ |

Fall Stipend $_____ **Spring Stipend $_____** Total $_____ **Account** _____

SUNY ID _____ Line # _____ Eligible for Benefits? ____ Yes ____ No

PAYROLL USE ONLY PP#/ Year ____/_____

Eff. date _____ **TIME ENTRY:**

Act/Reason _____

Act/Reason _____

EARN CODE	DATES	AMOUNT

PAY RATE $ _____

☐ TAS done

☐ 1040

☐ Comment (back)