

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.*

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

GPIIS 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 _____

EARN CODE

DATES

AMOUNT

Act/Reason _____

PAY RATE \$ _____

TAS done

1040

Comment (back)