

FEDERAL WORK STUDY - GRADUATE ASSISTANT WORK AUTHORIZATION FORM



New Appointment (New Hire Payroll Packet must be attached)
(Packets are available at www.mnsu.edu/busoff/studentpayroll)

Reappointment **Termination*** **Change***

Name _____ Tech ID # _____
Last First Middle

APPOINTMENT INFORMATION – HIRING DEPARTMENT COMPLETES (SHADED AREAS FOR BUSINESS SERVICES/GRADUATE OFFICE USE ONLY)

Research Assistant (RA) engaged in a variety of duties, with some duties involving a research component.

Work Assignment: _____ (10072)

Teaching Assistant (TA), working under supervision as an instructor, lab assistant, or coach.

Work Assignment: _____ (10072)

Graduate Assistant (GA), not involved in research or direct instruction.

Work Assignment: _____ (10189)

Department _____ Cost Center _____ Routing ID _____

Salary	Appointment Dates	Work Authorization #
Fall \$ _____	_____ to _____	
Spring \$ _____	_____ to _____	
Summer \$ _____	_____ to _____	

"TERMINATION" OR "CHANGE" PLEASE ENTER THE FOLLOWING:

Change in Salary	Dates	Work Authorization #
Fall \$ _____ to _____	_____	_____
Spring \$ _____ to _____	_____	_____
Summer \$ _____ to _____	_____	_____
Change in Cost Center From: _____ to _____		

1. _____
Student Phone Date

Minnesota Statute 179A.03 prohibits the University's graduate students from working for another state agency during the term of their graduate assistantship. I acknowledge that I will not be working at any other state agency while employed on this campus as a graduate assistant.

2. _____
Department Chair/Director Phone Date

3. _____
International Student Office (if applicable) Date

4. _____
College Dean or Vice President Date

5. _____
Dean of Graduate Studies Date

TUITION WAIVER:
Fall _____ Credits
Spring _____ Credits