

State Work Study - Graduate Assistant Work Authorization Form



New Appointment (New Hire Payroll Packet must be attached)
(Packets are available at 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.

Research Assignment: _____ (10072)

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

Teaching 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

2. _____
Department Chair/Director Supervisor Tech ID Phone Date

3. _____
College Dean or Vice President Date

4. _____
International Student Office (if applicable) Date

5. _____
Dean of Graduate Studies Date

Tuition Waiver:
Fall _____ Credits
Spring _____ Credits