

STUDENT EMPLOYEE REQUEST FORM

Return by
December 7, 2012

Employee's Information

1 **Name:** _____ **Title:** GAR Student Worker
 GANT Peer Teacher/Grader
UIN: _____
Email: _____ **Rate:** \$ _____

Please Indicate Action

2 New Employment Start Date: _____ (complete sections 3 & 4)
 Continuing Employment January 16, 2013 (complete sections 3 & 4)
 Leave Without Pay Start Date: _____ End Date: _____ Why/Where: _____
 Transfer Out Effective Date: _____ Dept/Faculty Transfer To: _____
 Termination Last Working Day Date: _____
 Graduating End of Assignment Resigned Other Reason (List Reason) _____

Payroll Funding

3 Employment Term: Spring Semester – End Date May 31, 2013
 Account/Project & Percent: _____

Comments

Tuition and Fee Payment

4 **For Graduate Assistants Only** Must register for 9.0 hours for fall and spring; 6.0 hours for summer in order to maintain GA status
Master Students – Tuition & Fees are optional
 Check one:
 Tuition only – do not pay fees
 Tuition & Allowable Fees Only – do not pay unallowable fees
 Tuition, Allowable fees (Federal Accounts), & Unallowable fees (Only Non Federal Accounts)
 Increase Salary by \$58.33 (For Unallowable Fees)
 Tuition & All Fees (Only Non-Federal Accounts)
 No Tuition or fees (Master Students Only)
 Account/Project & Percent: _____

I certify that the above costs were incurred to conduct research and are properly chargeable to the projects indicated on this form.

Supervisor/PI's Name

Supervisor/PI's Signature & Date

Department Head's Name

DH Signature & Date

(Required for Peer Teachers, Help Desk, CSG & Admin SW only)

Below this line for office use only

	EPA
	TimeTraq or Time and Effort
	TWAPMTS/Exemptions (Tuition Waiver) (Non-TX Residents Only)
	TWAPMTS/Contracts (Tuition Payment)
	Student Notification (copy attached)
	Update Database