

ALL PROFILE SHEETS MUST BE TYPED

- Graduate students must have at least three (3) credits and cannot exceed forty (40) hours per week.
- International students cannot work more than twenty (20) hours per week while attending classes.
- If your Assistantship is for the fall semester only, your stipend will end in December.
- If you are offered a separate Assistantship for the spring semester, you must submit a new Graduate Assistant Profile Sheet.
- If your Assistantship changes in any way (stipend amount, weekly hours, etc.), you must submit a new Graduate Assistant Profile Sheet.
- If your Assistantship is for the academic year (per your issued Agreement), only one profile sheet needs to be submitted.
- If you withdraw from your Assistantship, you must notify Payroll Services and the SGSR Office immediately.
- PAPERWORK MUST BE SUBMITTED TO PAYROLL SERVICES, G-11 SUTTON HALL, NO LATER THAN THE FIRST DAY OF EMPLOYMENT

Initial that you have read and understand the above guidelines for Graduate Assistant Student Employment

GRADUATE ASSISTANT STUDENT EMPLOYMENT PROFILE/JOB ASSIGNMENT

EMPLOYEE INFORMATION (Must be typed by Employee):

Name _____
 Last First M.I.

IUP Computing Account *(Email- 4 letters)* _____
 (UPPERCASE)

SS# _____ - _____ - _____ Banner ID @ _____

Marital Status _____ Birth Date _____ / _____ / _____
 (MM/DD/YYYY)

Gender _____ US Citizen: _____

Permanent Address:

Street _____

City _____ State or Prov. _____

Postal Code _____ Country USA

County _____

Local Phone _____ (_____) _____ - _____

Cell Phone _____ (_____) _____ - _____

School District _____

Complete for permanent address (MUST CHOOSE ONE):

_____ (Name of Township/City/Borough)

IF YOU WERE PREVIOUSLY ON STUDENT PAYROLL AND HAD DIRECT DEPOSIT, DO YOU WISH TO CONTINUE YOUR DIRECT DEPOSIT TO THAT SAME ACCOUNT?

For Payroll Use Only:

Personnel No. _____

Background Clearance _____

Reason for Hire/Change (Choose One): _____

Most Recent Date of Employment: _____

Were you previously employed by another PASSHE University?

If yes, which University? _____

*Will you hold any other positions on campus? _____

If yes, which department? _____

Supervisor's Name: _____

Assistantship Term (Choose One): _____

Assistantship Supervisor _____

Department _____

Work Location _____

Phone # _____ (_____) _____

Number of credits for: Fall _____ Spring _____

Pre-Summer _____ Sum 1 _____ Sum 2 _____

Graduation Date _____ Major _____

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE, CORRECT, AND ACCURATE.

Signature _____ Date _____

Position # 10054010-0126 % _____ Amount _____ CC 4012211002

Position # _____ % _____ Amount _____ CC _____

For Payroll Services Use Only:

Check Distribution Code _____

Hourly Wage Rate _____

_____ Fall/Spring _____ Fall Only _____ Spring Only _____ Summer _____

Stipend Amount _____ Bi-Weekly Amount _____

Stipend Begin Date _____

Stipend End Date _____

Input date _____ PD _____ Initials _____