Print Form

Graduate E-1SG

OLD DOMINION UNIVERSITY **GRADUATE STUDENT EMPLOYMENT DATA FORM** (E-1SG)

(A student is not authorized to begin working until the E-1SG form has been completed, approved and processed by E-1S Processing. **SUBMIT FORM WITH ORIGINAL SIGNATURES**.)

E-1SG Form, Revised 06/30/2010

Check Distribution Org _____

Contact Person: _____ Ext: _____

I. DEPARTMENT: _____
Organization/Department Name

BANNER Position #: _____ _____ Budget Code: _____
(prefix)

✓ Check one – be sure to use the correct position prefix .

PREFIX	SUB-OBJECT	TITLE
☐ TA	4022	Grad Teaching Asst - Instructor
☐ TA	4022	Grad Teaching Asst - Assistant
☐ GT	4122	(S5) Grad Teaching Asst - Instructor
☐ GT	4122	(S5) Grad Teaching Asst - Assistant
☐ RA	4023	Grad Research Asst - Research Asst
☐ RA	4023	Grad Admin Asst - (GAA) Admin Asst
☐ GR	4123	(S5) Grad Research Asst - Research Asst
☐ GR	4123	(S5) Grad Admin Asst - (GAA) Admin Asst

II. STUDENT DATA:

Student SSN: ____ ____ ____ - ____ ____ - ____ ____ ____ ____ (REQUIRED)
UIN#: _____ _____ _____ _____ _____ _____ _____ _____
NAME: _____
Last First Middle Initial

Birth Date: _____ / _____ / _____
Gender: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married

Ethnic Background: (select one)
☐ White (WH) ☐ Black (BL) ☐ Hispanic (HS)
☐ Asian/Pacific Islander (AP) ☐ American Indian/Alaskan Native (AI)
☐ Other (OT)

Residency Status: ☐ Citizen (C) ☐ Permanent Resident (P) ☐ Non-Immigrant (N)
Local Phone : _____
Local Address: Street _____
City _____ State _____ Zip _____

Domicile _____ Program _____ Semester _____ Total Graduate Credit Hours _____

III. FINANCIAL SUPPORT DATA:

Employment: Start Date _____ End Date _____
Hrs Per Week _____
Weeks in Period _____
Total/Stipend Amt $ _____

IV. TUITION SUPPORT DATA

☐ A Verified student/doctoral candidate ☐ B Verified Student/master's degree
Grad Tuition Waiver? Yes ☐ No ☐ Grad Tuition Grant? Yes ☐ No ☐

Funds Source _____ Funds Source _____

☐ 25% ☐ 50% ☐ 75% ☐ 84% ☐ 100% ☐ 61% (only for **out of state** graduate students)

Amount of Tuition and Fees _____ I-9 Exp International _____

V. CHANGE DATA: (see Page 2 for guidelines) EFFECTIVE DATE: _____

☐ Authorized Amount: _____ (+) (-) _____ = _____
Present Amount Increase/Decrease Amt Req

End Date: Present End Date _____ Requested End Date _____

VI. TERMINATION DATA:

_____ - _____ = _____
Present Amount Amount Expended Available Balance

Termination Code: _____ Termination Date: _____
(see codes on Page 2) Comments: _____

VII. BUDGET AUTHORIZATION **(My signature certifies that sufficient funds are available to cover all charges to be incurred by employing this student; that this student has completed an I-9 form, Child Support/Alcohol Drug Form, The Use of Internet and Electronic Communication Systems Certificate of Receipt, Selective Service Compliance form [as required by Federal and State Law], the Dual Employment Reporting Form, the Elected Official Disclosure Form, the Direct Deposit of Pay authorization form, that federal and state tax forms are provided to each new employee, and that the student is enrolled for the required number of credit hours at Old Dominion University.)**

Name _____ Name _____
Dept/Budget Unit Head (Print) Graduate Program Director (Print)

_____ _____ _____ _____
(Signature) Date (Signature) Date

Name _____
Associate Dean/Designee (Print)

_____ _____
(Signature) Date (

**** E1-S Processing Use Only – do not write below this line ****

Employed in Other Department	
Position #	Budget Code

Enrollment _____
I-9 _____
I-9 Exp. _____

Banner keyed by: _____
Date: _____

ROUTING
Copy – for Department records
Original – E-1S Processing

☐ Child Support Disclosure
☐ Drug &Alcohol
☐ W-4 Form
☐ VA-4 Form
☐ Selective Service Compliance
☐ Elected Official Disclosure Form
☐ Internet/Electronic Systems
☐ Copy of SS Card
☐ Direct Deposit Form
☐ Dual Employment (conflict of interest)
☐ Elected Official Disclosure Form

FOR INFORMATION PURPOSES ONLY – DO NOT RETURN WITH PAGE 1 OF E-1SG – KEEP FOR YOUR RECORDS

The E-1SG is organized into seven (7) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E-1SG being returned to your department. Until we receive the corrected paperwork, the student will not be authorized to work, and no payroll record can be created.

Top right-hand portion of the form - Provide the Department Contact Person and the Department telephone extension. If questions arise about the form, or the information contained on the form, this contact information is extremely important.

I. **Department/Position Information** - This section must be correctly completed in its entirety for each transaction.

II. **Student Data** - The ID information portion is completed for each transaction. Also complete when a student employee has a change of address or telephone number that should be noted.

III. **Financial Support Data** - This section is completed at the time of the original appointment only. Original appointment can be either the first time a student is hired OR the beginning of EACH fiscal year.

IV. **Tuition Support Data** – Required when hiring graduate students. This section is completed when hiring Graduate Teaching or Graduate Research Assistants only. Be sure to fully complete this section. Failure to indicate whether this student has a Graduate Tuition Exemption will result in the form being returned, unprocessed.

V. **Change Data** – The rate of pay and the sub-account for student employees cannot be changed during a pay period. The effective date must be the first day of a pay period. This only applies to changes within one budget code. This section is completed in the following instances:

1. Change in authorized amount
2. Change in end date

Graduate Teaching Load Hours (TCHLD equivalents for graduate assistants)		
1 GA TCHLD	= 2 semesters, 20 hrs/week =	6
½ GA TCHLD	= 2 semesters, 10 hrs/week =	3
½ GA TCHLD	= 1 semester, 20 hrs/week =	3
¼ GA TCHLD	= 1 semester, 10 hrs/week =	1.5
Less than ¼ GA	= 1 month, 20 hrs/week =	0.80
To be eligible for a tuition exemption, graduate assistants must earn at least $1334 during the summer semester and $2500 during fall/spring semesters in which the exemption is applied.		

VI. **Termination Data** – This section is completed when the employee terminates employment with the department, or is terminated by the employer. Completing this section can release unused funds back into your budget for your use.

When terminating a graduate assistant, select a code from this list and enter it in Section VI of the E-1SG.	
HO	Resign – home responsibilities
BJ	Resign – better job
DS	Resign – dissatisfied
IH	Resign – ill health
SC	Resign – school
RO	Resign – other
AP	Resign – abandonment of position
CA	Separated – completion of limited appointment
DD	Death
UN	Removed – unadapted for assignment. For student and hourly workers, a memo must be attached to the E-1SG termination stating the reason for termination. The memo must be signed by the immediate supervisor and the budget unit director.

VII. **Budget Authorization** - This section is completed for ALL transactions. By signing the document, the budget unit director certifies that the following requirements are met. Signatures of the GPD and Associate Dean certify that all graduate assistantship requirements have been met.

- ❍ Funds available/satisfied
- ❍ I-9 completed
- ❍ Child Support/Alcohol Drug form completed
- ❍ The Use of Internet and Electronic Communications Systems Certificate of Receipt
- ❍ Selective Service Compliance form completed
- ❍ Elected Official Disclosure Form
- ❍ Student is registered for required number of credit hours at Old Dominion University
- ❍ Direct Deposit Form
- ❍ Dual Employment Reporting Form
- ❍ W-4 Form
- ❍ VA-4 Form

QUICK REFERENCE E-1SG	
Transaction Type	Sections of E-1SG to Complete
Original Appointment	Sections I, II, III, IV, VII
Rate Increase	Sections I, II, V, VII
Change Authorized Amount	Sections I, II, V, VII
Change End Date	Sections I, II, V, VII
Termination	I, II, VI, VII

**** Graduate Tuition Exemption Policy ****

Graduate students who are employed as graduate assistants and receiving financial support to pursue graduate degrees at Old Dominion University may receive partial to full tuition assistance. In order to be eligible to receive full tuition assistance, graduate students must be enrolled in and complete the appropriate number of graduate credit hours. There are two categories of enrollment requirements:

1. **Assistantships supported by University/Commonwealth funds** are required to be enrolled each semester of their appointment and must register for and complete a minimum of **nine** hours of graduate course work per semester in the fall and spring and **three** hours of graduate course work in the summer.

2. **Assistantships recipients who are supported by other funding sources** are required to be enrolled each semester of their appointment and must register for and complete a minimum of **six** hours of graduate course work per semester in the fall and spring and **three** hours of graduate course work in the summer.

To continue receiving tuition assistance, graduate students must be supported for at least one half of the semester and receive at least $3,200 in support per regular semester or $2,500 during the summer. A doctoral student who has successfully passed the Candidacy Examination and needs only to complete the dissertation must be registered for at least one hour of dissertation (899) to be eligible for full tuition assistance.

TA Grad Teach Asst - Instructor/Assistant

TA 4022/4122 Grad Teach Asst Instructors are graduate students who directly communicate and interact with students in ways that lead to the conveyance of knowledge or skills required to successfully complete the course. Included in this category are graduate students who serve as Course Instructors, Laboratory Supervisors, Recitation Leaders and Tutors.

TA 4022/4122 Grad Teaching Asst Assistants do not have these required types of communication and interactions with students. These TA-Assistants serve as graders, help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or laboratory assistants who prepare equipment, solutions, experiments, etc., but do not directly instruct students in the knowledge or skills imparted by the laboratory experience.

GRA 4023/4123 Grad Research Asst participates directly in research or support activities conducted by faculty members or administrators.

GRA 4023/4123 Grad Administrative Asst participates directly in the support of the activities of a University administrative unit.

All TA-Instructors will be required to pass the GTA Institute in order to receive a GTA stipend. TA-Assistants are not required to pass the GTA Institute but must be approved and supervised by the appropriate faculty instructor.

All GAA positions must have position descriptions and a position approval form attached to the E-1SG Form.

A. Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment during the period of their assistantship. In particular, graduate assistants (graduate teaching assistants, graduate research assistants, and graduate administrative assistants) may not be paid for part-time teaching or other campus employment for the University in addition to their normal responsibilities.

B. Exceptions to this policy may only be made under unusual circumstances and only with the approval of dean of the appropriate college or equivalent administrator upon the written recommendation of the graduate program director and the department/school chair. Any outside employment (i.e. off-campus) should be undertaken with caution and in consultation with the GPD. It should in no way adversely affect academic performance or assistantship duties and responsibilities. Information on employment guidelines that are specific to international students may be obtained in the Office of International student and Scholar Services.