
Additional Pay Request for Graduate Students on Assistantships

When to Use this Form

This form should be used when making requests for students to work in excess of 20 hours per week, excluding summer. Such requests must be approved by the student's academic department and the Dean of the Graduate School. This includes requests for work done during spring and fall breaks, and for work done between semesters.

Instructions

1. Fill out the form, being certain to fill out all fields as completely as possible.
2. Print out the form and obtain the signatures of the major professor (or GTA/GRA supervisor) and the department head in the student's academic department. Alternatively, the major professor/supervisor and/or the department head can send an email indicating their approval. These emailed approvals should be sent along with this form.
3. If the student is an international student, approval is needed from the Director of the Center for Global Engagement (CGE). Per CGE, international students are able to work over 20 hours during weeks where there are no classes (during fall and spring semesters). For example, they would not be able to work over 20 hours during the Thanksgiving Break week, but they could during Spring Break.
4. Deliver the signed form to the Graduate School. Use one of the following methods:
 - Take the original, signed form to the Graduate School personally.
 - Send the original, signed form to the Graduate School by mail.
 - Scan the original, signed form and email it to **gradschooldean@utk.edu**.

Notification of approval or denial will be sent by email. If the request is approved, the e-form workflow notes processing the pay must include:

- A statement affirming approval by the Graduate School for the work performed.
- The additional pay calculation, as appropriate. If the work is related to a current position, the base rate of pay must be included in the calculation.

Additional Pays that do not include this information will be rejected.

Additional Pay Request for Graduate Students on Assistantships

Student Name: _____
Last First Middle

Student ID #: _____ **Program of Study:** _____

Assistantship Type: GTA GRA GA **Percentage of Effort:** _____

Is student in good standing? Yes **International student?** Yes

Specific Request

Ex., Number of hours, the nature of the work, dates involved, etc.

Additional Pay Calculation

If work is related to the student's current position, the base rate of pay must be included in the calculation. If work is for a different department, then you may use a standard hourly rate times the number of hours. Per instructions above, this calculation should also be included in the e-form workflow notes. Ex. "Current hourly rate of \$20.00 per hour x 5 hours = \$100 additional pay"

Impact on Academic Progress

*Will this work impact academic progress? If so, explain how. **This must be determined by the student's academic department.***

Major Professor or GTA/GRA Supervisor (Print) Signature

Department Head in Student's Dept. (Print) Signature

CGE Director (Print) (if needed) Signature

By signing this form, I indicate that I know about the extra work requested and give my approval