



Applicant Information

Banner ID: N_____

Sal. _____ Name _____ Major Code _____ GPA _____
Last First MI

Address _____
Street City State Zip

Telephone _____ New Paltz Email _____
Home or Mobile

Hiring Dept	Position
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Residency ☐ In-State ☐ Out-of-State ☐ Foreign (International students must fill out the information below regarding work eligibility)

Country of Citizenship: _____ VISA Type: _____

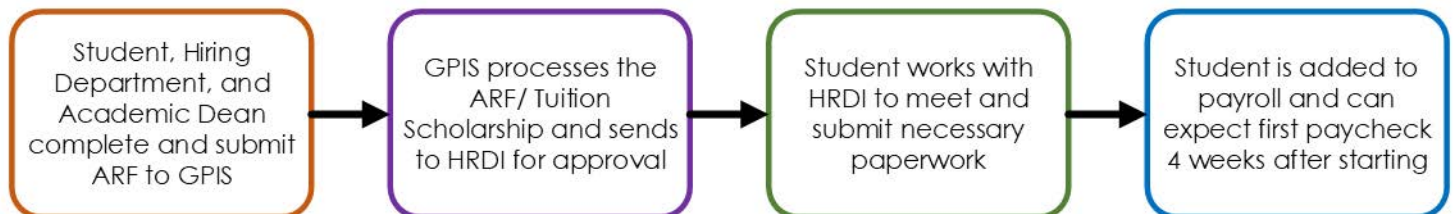
Do you have the legal right to accept employment in the United States? ☐ Yes ☐ No
Proof of identity AND either US Citizenship or employment authorization are required prior to employment.

Hiring Timeline

Be attentive to your New Paltz email account! Communication regarding your hiring process will be conducted via NP email. More detailed information about the hiring process can be found on the Grad Studies website [here](#).

TAGA Appointment Process

Timeline of Paperwork



Attestation

I hereby authorize investigation of all statement in this application and attached data as provided. I certify that such documentation is true and understand that misrepresentation or omission of facts called for in this form may be cause for refusal of employment or termination if I am offered a position. I understand that all graduate employees must satisfy the application and reappointment criteria listed in the Teaching Assistant and Graduate Assistant section of the Graduate, Professional & Interdisciplinary Studies website.

If offered a position, I will submit evidence of matriculation, cumulative GPA of at least 3.00 without grades of F or Incomplete, and registration for at least 6 graduate credits. Additionally, I understand that I must complete all hiring paperwork within 3 days of employment.

Signature _____ Date _____

SUNY New Paltz does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, or sexual orientation in accordance with federal and state law. The State University of New York at NEW Paltz is an AA/ EOE/ADA employer.

Hiring Information

Employee Name: _____ Banner ID: _____ Major Code: _____ GPA: _____

Hiring Department: _____ Account: _____

Department Contact: _____ Banner ID: _____

TAGA Supervisor: _____ Banner ID: _____

Hiring: _____ New Hire _____ Change in Assistantship Type: Old Type: _____ New Type: _____

_____ Rehire (Attach Prof Dev for TRs) _____ Cancellation/Separation (Attach a resignation letter) Last Day Worked: _____

Specific Assignment—Attach a performance program and insert a 2-3 sentence summary for the contract letter.

Assistantship Details - For more information on assistantship types, visit the Grad Studies website here

Type: Please ensure you are hiring the correct type for your department needs

Load: Students are awarded a 6cr or 3cr tuition waiver based on their full-time or half-time assistantship.

Duration/Stipend: Full-time positions receive \$2500/semester and half-time positions receive \$1250/semester. English TRs earn \$2500 per 3cr course and \$3000 per 4cr course.

<p>Teacher of Record (TR) primary instructor for a course</p> <p>_____ Full-time TR (20hrs - 6cr tuition waiver)</p> <p>_____ Academic Year (\$5000 stipend)</p> <p>_____ Fall/Spring: _____ (\$2500 stipend)</p> <p>Reason if Fall-Only: _____</p> <p>_____ Half-time TR (10hrs - 3cr tuition waiver)</p> <p>_____ Academic Year (\$2500 stipend)</p> <p>_____ Fall/Spring: _____ (\$1250 stipend)</p> <p>Reason if Fall-Only: _____</p> <p>Brightspace Access: Course/Sec # _____</p>	<p>Teaching Assistant (TA) assist a faculty member with a course</p> <p>_____ Full-time TA (20hrs - 6cr tuition waiver)</p> <p>_____ Academic Year (\$5000 stipend)</p> <p>_____ Fall/Spring: _____ (\$2500 stipend)</p> <p>Reason if Fall-Only: _____</p> <p>_____ Half-time TA (10hrs - 3cr tuition waiver)</p> <p>_____ Academic Year (\$2500 stipend)</p> <p>_____ Fall/Spring: _____ (\$1250 stipend)</p> <p>Reason if Fall-Only: _____</p> <p>Brightspace Access: Course/Sec # _____</p>	<p>Graduate Assistant (GA) research/administrative assistance</p> <p>_____ Full-time GA (20hrs - 6cr tuition waiver)</p> <p>_____ Academic Year (\$5000 stipend)</p> <p>_____ Fall/Spring: _____ (\$2500 stipend)</p> <p>Reason if Fall-Only: _____</p> <p>_____ Half-time GA (10hrs - 3cr tuition waiver)</p> <p>_____ Academic Year (\$2500 stipend)</p> <p>_____ Fall/Spring: _____ (\$1250 stipend)</p> <p>Reason if Fall-Only: _____</p> <p>GAs do not have access to Brightspace - if you require your employee to have access, you must change their assistantship type</p>
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Additional Funding:

_____ Peregrine Plus: reduces non-resident tuition to in-state Graduate or MBA rate. _____ MFA Scholarship: only for MFA students

Approvals

Department Chair / Director	_____	Date _____
Academic Dean / VP	_____	Date _____
Graduate Dean	_____	Date _____

Hiring Notes for HRDI

GPIS Processing
GSEU Increase \$ _____ or N/A | Tuition Rate \$ _____ | _____ 3cr or _____ 6cr | Total Credit Waiver \$ _____ |

Fall Stipend \$ _____ Spring Stipend \$ _____ Total \$ _____ Account _____

SUNY ID _____	Line # _____	Eligible for Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No
PAYROLL USE ONLY PP#/ Year _____/_____	PAY RATE \$ _____	
Eff. date _____	<input type="checkbox"/> TAS done	
TIME ENTRY:	<input type="checkbox"/> 1040	
Act/Reason _____	<input type="checkbox"/> Comment (back)	
Act/Reason _____		