Applicant Information

Banner ID: N _____ 8-digit number found in my.newpaltz

Sal. _____ Name **Last Name** **First Name** **Middle Initial** **Major Code** *can be found in Catalog* GPA **current GPA**
    Last   First   MI

Address **Street Name** **City** **State Abbreviation** **Zip Code**
        Street   City   State   Zip

Telephone **Phone Number** **New Paltz Email** **Email ending in @newpaltz.edu**
    Home or Mobile

Hiring Dept **Hiring Department** Position **TR/TA/GA and assignment**

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

*Select which one applies

Country of Citizenship: _____ VISA Type: _____

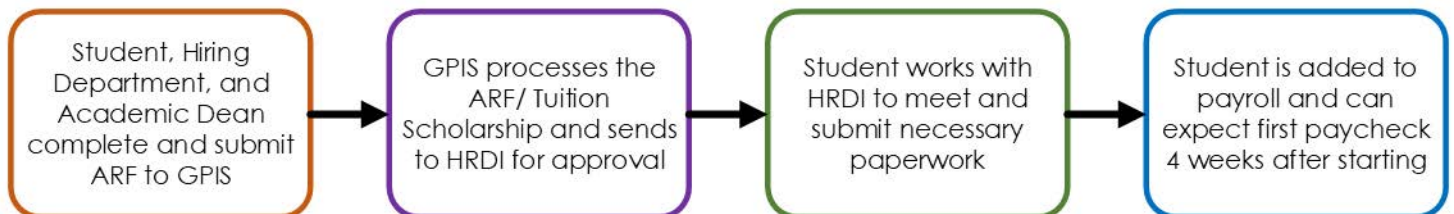Do you have the legal right to accept employment in the United States? ___ Yes ___ No
Proof of identity AND either US Citizenship or employment authorization are required prior to employment.

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

Student, Hiring Department, and Academic Dean complete and submit ARF to GPIS → GPIS processes the ARF/ Tuition Scholarship and sends to HRDI for approval → Student works with HRDI to meet and submit necessary paperwork → Student is added to payroll and can expect first paycheck 4 weeks after starting

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 _____

Hiring Information

Employee Name: First Name Last Name   **Banner ID:** Student Banner ID   **Major Code:** Student Major **GPA:** Student GPA

Hiring Department: Hiring Department   **Account:** Account funding the position

Department Contact: First Name Last Name   **Banner ID:** Dept Contact Banner ID

TAGA Supervisor: First Name Last Name   **Banner ID:** Supervisor Banner ID

Hiring: Indicate if student is a new or rehire.   **Change in Appointment:** Select if making a change to an already processed appointment

_____New Hire   _____ **Change in Assistantship Type: Old Type:** TR/TA/GA **New Type:** TR/TA/GA

_____Rehire **(Attach Prof Dev for TRs)**   _____ **Cancellation/Separation** *(Attach a resignation letter)* **Last Day Worked:** _____
Cancellations MUST include a resignation letter and confirmation of the last day the student worked.

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

> Include a 2-3 sentence summary of the position. Returning TRs will still need professional development submitted as well

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.*
>>Select the appropriate type of hire below and indicate if you are hiring for (Full-time for the year or term), or Half-time (for the year or term).

Teacher of Record (TR)
primary instructor for a course

_____ Full-time TR *(20hrs - 6cr tuition waiver)*

_____ Academic Year *($5000 stipend)*

_____ Fall/Spring: _____ *($2500 stipend)*

Reason if Fall-Only: _____

_____ Half-time TR *(10hrs - 3cr tuition waiver)*

_____ Academic Year *($2500 stipend)*

_____ Fall/Spring: _____ *($1250 stipend)*

Reason if Fall-Only: _____

Brightspace Access:
Course/Sec # course/sec TR will be teaching

Teaching Assistant (TA)
assist a faculty member with a course

_____ Full-time TA *(20hrs - 6cr tuition waiver)*

_____ Academic Year *($5000 stipend)*

_____ Fall/Spring: _____ *($2500 stipend)*

Reason if Fall-Only: _____

_____ Half-time TA *(10hrs - 3cr tuition waiver)*

_____ Academic Year *($2500 stipend)*

_____ Fall/Spring: _____ *($1250 stipend)*

Reason if Fall-Only: _____

Brightspace Access:
Course/Sec # course/sec TA will be grading

Graduate Assistant (GA)
research/administrative assistance

_____ Full-time GA *(20hrs - 6cr tuition waiver)*

_____ Academic Year *($5000 stipend)*

_____ Fall/Spring: _____ *($2500 stipend)*

Reason if Fall-Only: _____

_____ Half-time GA *(10hrs - 3cr tuition waiver)*

_____ Academic Year *($2500 stipend)*

_____ Fall/Spring: _____ *($1250 stipend)*

Reason if Fall-Only: _____

*GAs do **not** have access to Brightspace - if you require your employee to have access, you must change their assistantship type*

Additional Funding: check the box if it applies to the student

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

Approvals

Department Chair / Director   must have BOTH approvals before sending to GPIS   Date _____

Academic Dean / VP   _____   Date _____

Graduate Dean   GPIS approval   Date _____

Hiring Notes for HRDI

additional applicable information regarding the assistantship

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? ____ Yes ____ No

PAYROLL USE ONLY PP#/ Year ____/_____   **PAY RATE** $ _____

Eff. date _____   **TIME ENTRY:**   ☐ TAS done

Act/Reason _____ | EARN CODE | DATES | AMOUNT | ☐ 1040

Act/Reason _____   ☐ Comment (back)