

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 _____

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

Country of Citizenship: _____ VISA Type: _____

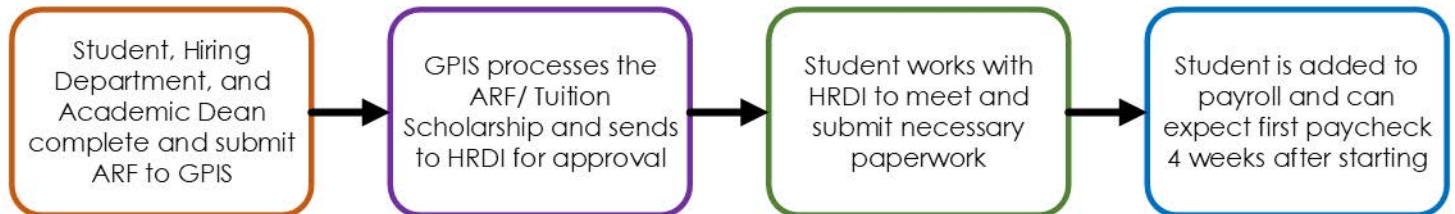
Do you have the legal right to accept employment in the United States? Yes No
Proof of identity AND either US Citizenship or employment authorization are required prior to employment.

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 _____

Hiring Information

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

Hiring Department: _____ Account: _____

Department Contact: _____ Banner ID: _____

TAGA Supervisor: _____ Banner ID: _____

Hiring:

____ New Hire

____ Rehire (*Attach Prof Dev for TRs*)

Change in Appointment:

____ Change in Assistantship Type: Old Type: _____ New Type: _____

____ 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.

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 # _____

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 # _____

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:

____ **Peregrine Plus:** optional add-on award that covers the tuition differential between in-state and out-of-state tuition rates. ____ **MFA Scholarship**

Approvals

Department Chair / Director _____ Date _____

Academic Dean / VP _____ Date _____

Graduate Dean _____ Date _____

Hiring Notes for HRDI

GPIIS 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 ____/____

Eff. date _____

TIME ENTRY:

Act/Reason _____

EARN CODE

DATES

AMOUNT

Act/Reason _____

PAY RATE \$ _____

TAS done

1040

Comment (back)