Reset Form

## REQUEST FOR ADDITIONAL ON-CAMPUS EMPLOYMENT OUTSIDE OF ASSISTANTSHIP DUTIES

Submit Form via Email to GradAssist@utoledo.edu

## ALL REQUESTS RECEIVED AFTER EMPLOYMENT HAS STARTED WILL BE DENIED FOR THAT SEMESTER. OUTDATED FORMS WILL NOT BE ACCEPTED!

ATTENTION: Domestic Students can work a maximum of 25 hours per week, including Graduate Assistantship, for the entire year. International students can work a maximum of 20 hours per week during the Academic Year and 28 hours per week during Summer semester, including Graduate Assistantship.

| SECTION A: (Completed  |                                |                                |   |  |
|--|--------------------------------|--------------------------------|---|--|
| Last Name:   | First Name:                    |                                | Rocket ID #:                                  |  |
|  |                                |                                |   |  |
| E-mail Address:  |                                |                                |   |  |
| Department you are currently working your  |                                | ls your assistantship fu       | Is your assistantship full time or part time? |  |
| assistantship in?  |                                | FT (20hrs/week)                | PT (10hrs/week)                               |  |
| Department requesting additional duties:   |                                | Estimated weekly hour          | Estimated weekly hours of additional duties:  |  |
|  |                                | (Refer to form instructions f  | for maximum hours available)                  |  |
| Name of the staff who hired you:   |                                | Requested Date                 | Requested Dates for Additional Duties:        |  |
| Staff's e-mail address:  |                                | From:                          | To:   |  |
| Nature of Work: (Briefly des   | cribe the additional duties)   |                                |   |  |
|  |                                |                                |   |  |
| Note: Employment outside of gra  | aduate assistantship could res | ult in enrollment in STRS/PERS | S and the stipend will be                     |  |
| subject to the required percentage   |                                |                                | ·   |  |
|  |                                |                                |   |  |
| Student Signature: Date: |                                |                                | Date:   |  |
|  |                                |                                | upon the student's progress toward            |  |
| their degree. Please provide co  |                                |                                |   |  |
|  |                                |                                |   |  |
| Approved by Graduate Advisor:  |                                | Date                           | Date:   |  |
|  |                                |                                |   |  |
| SECTION C: (Completed<br>The student is:   |                                | Statua                         | GPA is:                                       |  |
| Domestic   | Assistantship                  | Full time (20hrs)              | Eligible                                      |  |
| Internationa   | Г                              | Part time (10hrs)              | lneligible                                    |  |
| Graduate School Decision:  |                                | Comments:                      |   |  |
| Approved - Hours Pe  | r Week:                        |                                |   |  |
| 🗌 Denied   |                                |                                |   |  |
| GPA i  | ineligible                     |                                |   |  |
| Max hrs. allowable reached   |                                |                                |   |  |
| C Other  | r (See comments)               |                                |   |  |
|  |                                |                                |   |  |
|  | aduate Employment Office       | e Dat                          | te  |  |
| DISTRIBUTION: (Emails sent)  | Payroll                        | Student                        | Student Employment                            |  |