



**Academic Department Approval for Graduate Assistant >50% Effort Request**

The completed form should be attached to any action to Increase Effort >50% or Add Additional Job request in Workday for a Graduate Assistant.

This form is used to document approval of arrangements for students in a Graduate Assistant title code to work above 50% effort (20 hours per week). Approval may be requested for up to 72.5% effort (29 hours per week). The employee or additional employing department will complete the form and submit to the primary academic department for approval. The approved form will be uploaded by the employing department to the Workday Request to Increase Effort > 50% or Add Additional Job when the action is created.

**International students** may not work more than 20 hours per week except when school is not in session or during the annual vacation according to the Department of Homeland Security Regulation 8 C.F.R. §214, paragraph (f)(9)(ii)(B) or (C).

**Students must be enrolled full-time to hold a Graduate Assistant title code. It is the responsibility of the employing department to ensure the GA is enrolled full-time at the time of hire.**

**This form must be updated each semester.**

**\*The dates of employment for the additional job must fall within the academic term/semester of the request.**

<b>Student Information</b>
Name: _____ UIN: _____
*Academic Term of Request (i.e. Semester Year): _____

<b>Primary Appointment Information</b>
Job Title: _____ Hours worked per week: _____
Employing Department: _____
Summary of Duties: _____ _____
Department Point of Contact: _____ Phone Number: _____
E-mail Address: _____

<b>Additional Appointment Information</b>
Job Title: _____ Hours worked per week (not to exceed 9): _____
Employing Department: _____
Summary of Duties: _____ _____
Department Point of Contact: _____ Phone Number: _____
E-mail Address: _____

**APPROVAL**

Name of Department Head/Advisory Committee Chair

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**ENGINEERING ONLY**

Name of College GOC Dean:

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_