

ACADEMIC YEAR 2007-2008 CONTRACTS

Important Information for Graduate Assistants & Fellows

CONTRACT PERIOD

Academic Year 2007-2008:	August 13, 2007 – May 2, 2008
Fall Semester 2007:	August 13, 2007 – December 14, 2007
Spring Semester 2008:	January 7, 2008 – May 2, 2008
Fellow's Academic Year (3 semesters) 07-08:	August 13, 2007 – August 8, 2008

(In some instances contracts are written for other time periods – Please check your contract for specific dates)

REQUIRED INFORMATION

For payment purposes, all new graduate assistants must complete and return the following enclosed forms, in addition to the signed contract. (Continuing students can make changes by going directly to the Payroll Office).

1. 2007 Form W-4
2. State of Ohio Employee Withholding Exemption Certificate. Please use the enclosed list of Ohio Public School Districts to complete this form
3. Ohio Public Employees Retirement System Exemption Form
4. Yellow Payroll Data Card (present address is your address in Bowling Green – leave blank if you don't have one)
5. Green Payroll Direct Deposit Slip

If you are an **international student** (non-resident alien), items 1-5 are not included in this packet. All international students are required to go, **in person**, to the Payroll Office on BGSU's campus to complete tax forms. At the Payroll Office you will meet with a member of the Payroll staff who will review tax treaty arrangements and assist you in properly completing the tax forms. You are required to do this in person during the first week of the semester when your contract begins.

6. Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization Form (DMA). Please use the enclosed *Terrorist Exclusion List* to complete this form
8. BGSU Graduate Assistant Biographical Data Form
9. Graduate Student Enhancement Program (GradSTEP) Form
10. Off-campus Housing Information

PAYMENT SCHEDULE

All Academic Year, Fall only, and Spring Only contracts will be paid on a bi-weekly basis (every two weeks). The first pay-date for Academic Year and Fall Only contracts will be **August 24, 2007**. The first pay-date for Spring Only contracts will be **January 11, 2008**. Please note that your first check will be delayed if the Graduate College does not receive the signed contract and enclosed forms at least three weeks prior to your first pay date. You cannot be put on the University payroll until we have a valid I-9 and DMA form on file in the Graduate College.

All graduate assistants are required to have their payroll checks directly deposited into their bank. The direct deposit may be made to a checking or savings account at any U.S. banking institution. However, if you plan to use a credit union account you must go directly to the Payroll Office at BGSU (3rd Floor Administration Building) to make arrangements. If you are new to the Bowling Green area and plan to open an account at a local banking institution, you may complete this form after your arrival in Bowling Green. Direct deposit forms with a deposit slip attached must be in the Payroll Office by **August 14, 2007** or the first check will be held at the Payroll Office for you.

There is an Ohio State Income Tax. In addition, a city income tax of 1.92 percent is automatically deducted from contract payments. Depending upon your Public School District of Residence, you may also be required to pay a school district income tax.

HEALTH INSURANCE WAIVER/ENROLLMENT FORM

All graduate students registering for eight or more hours are required to have health insurance coverage that meets a basic minimum set by the University. If you do not wish to purchase the BGSU offered Student Insurance Plan, you must have alternative health insurance coverage, provide that information to the University, and submit a waiver to that effect. If this alternative does not meet the basic minimum, the student must purchase the University offered Student Insurance Plan. **Failure to complete the waiver automatically enrolls you in the University Health Insurance Plan and the premium will be deducted from your paycheck.** (Please note that International student health insurance is mandatory and will be handled by the International Insurance Coordinator, 134 Student Health Center.)

HEALTH INSURANCE REIMBURSEMENT

All graduate assistants employed for BOTH fall and spring semesters who purchase the BGSU university sponsored Student Health Insurance Plan will receive a \$100 insurance reimbursement (\$50 for Fall 07 and \$50 for Spring 08).

I-9's - EMPLOYABILITY VERIFICATION

Under the regulations of the Immigration Reform and Control Act of 1986, all new employees must verify employability with their contracting officer. This means that you must arrange to present in person the appropriate documents required by law to verify that you can be employed in the U.S. **U.S. citizens should make sure they bring a valid drivers license and their original social security card or an official birth certificate.** You will not be allowed to begin employment until verification is complete. I-9 verification will take place at the time of registration for the Graduate Student Enhancement Program (see below). Anyone not verified at this time must report directly to the Office of the Associate Vice Provost for Research and Dean of the Graduate College, 120 McFall Center to complete an I-9 form, before beginning their employment. You will be ineligible for all related contract benefits including the tuition scholarship grant until you successfully complete the I-9 verification process. This form must be completed **in person** on the BGSU campus.

International Students: All international students must meet with a staff member in the Office of International Programs who will review your visa documentation, complete your I-9 and forward it to the Graduate College. You cannot be put on the University payroll until your I-9 is completed. Please make arrangements to do this as soon as possible after you arrive in Bowling Green.

GRADUATE STUDENT ENHANCEMENT PROGRAM (GradSTEP)

The Graduate College has designed a program for the purpose of preparing students for University opportunities in teaching, research, clinical practice, and other responsibilities. Departmental and University resources combine to provide orientation and development sessions to assist in performing instructional and research responsibilities, as well as to facilitate academic achievement. A development leader is assigned from each graduate program area to assist in scheduling activities held during the week prior to classes in the fall. In addition to planned sessions at the university level, you will have opportunities to meet your Department Chair and Graduate Coordinator. Assignments, texts, offices, keys, and other essentials are also included in this highly scheduled week.

Participation in this program is a two semester hour requirement for all first semester graduate assistants. Students signing contracts too late to participate in the program prior to fall classes or students who start contracts during the Spring or Summer are provided the opportunity to complete the credit during the semester under the course number GRAD 600. This program will provide contacts with faculty, advisors, and fellow students, as well as the Registrar, Bursar, Parking Services, and other essential services. New students please note that your contract starts one week before classes and that you should be attending the GradSTEP program during this week. Continuing students are expected to report directly to their employing office/supervisor one week before classes for their assignment.

REGISTRATION REQUIREMENT

Unless it is explicitly stated otherwise on your contract, Graduate Assistants are expected to be registered for a minimum of 12 graduate credit hours during the semesters of their appointment (16 hours for Dissertation Fellows). Registration in undergraduate courses or classes graded as an "audit" cannot be used to meet the 12 hour requirement. All exceptions must be approved in writing by your graduate coordinator and the Dean of the Graduate College.

CONTRACT CANCELLATIONS/RESIGNATIONS

If for any reason you must resign from your contract before it's official termination date, it is your responsibility to personally notify your graduate coordinator, assistantship supervisor, **and the Graduate College** of your final day of work. Late notifications of contract termination may result in an overpayment through direct deposit. You will be notified of any overpayments by mail and these charges will be applied against your account with the Bursar.

SUPPLEMENTAL EMPLOYMENT

Because academic success is the primary goal of graduate study, graduate assistants are discouraged from working more than 20 hours per week, including the assistantship assignment, when classes are in session. Graduate assistants should confer with their graduate coordinators before accepting additional employment.

United States citizens, nationals and lawful permanent residents of the U.S. are not limited to the number of hours per week they can work on campus. However, the Immigration and Naturalization Service (INS) limits international students with F-1 and J-1 visas to 20 hours work per week on campus while school is in session. During official school break periods, students with F-1 and J-1 visas may work full-time [C.F.R. 2(f)(9)(i)]. Student employees are responsible for complying with employment policies of BGSU and the INS. Dissertation Fellows may not engage in any employment during the period of their appointment.

TUITION SCHOLARSHIP GRANTS

All graduate assistants **except those with academic year abroad contract periods** will receive a tuition grant covering the Instructional Fee, Non-Resident Fee and the General Fee (up to 18 hours during the AY/up to 15 hours during the Summer) for the period of their contract and a tuition grant covering the full instructional and non-resident fee (up to 15 hours) during the summer semester immediately following an appointment during the academic year. If you do not have an assistantship contract during the summer you must pay your own general fee during the summer semester.