

SUMMER 2007 CONTRACTS

Important Information for Graduate Assistants and Fellows

CONTRACT PERIOD AND WORKLOAD

Graduate assistantship summer contracts will cover a period of 14 weeks beginning **May 7, 2007 through August 10, 2007**. Please note this includes one week before summer classes begin and one week after summer commencement. Graduate assistants are expected to be in residence throughout the contract period. A graduate assistantship assignment may vary within the contract period since the contract period contains several teaching terms. For example, a graduate assistant may provide part-time service to the department while simultaneously pursuing course work during the entire summer period, or may provide full-time departmental service for a portion of the contract period and pursue full-time course work during the remainder of the contract period. Appointees are given service assignments by the employing office according to the following formula during summer semesters:

| <u>Contract Time</u> | <u>Average Clock Hours Assignment</u> |
|----------------------|---|
| .12 | 75 |
| .17 | 100 |
| .25 | 150 |
| .33 | 200 |
| .42 | 250 |
| .50 | 300 |

PAYMENT SCHEDULE

Students holding summer graduate assistantship contracts will be paid bi-weekly on the following dates: May 18, June 1, June 15, June 29, July 13, July 27, August 10. The signed contract must be received in the Graduate College Office by May 8, 2007 or your first paycheck will be delayed two weeks.

REGISTRATION REQUIREMENT

Graduate Assistants with summer contracts are required to enroll for a minimum of nine graduate credit hours. Registration in undergraduate courses or classes graded as an “audit” cannot be used to meet the 9 hour requirement. These minimum credits may be taken during any of the summer terms.

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.

CONTRACT CANCELLATIONS/RESIGNATIONS

If for any reason you must resign from your contract before the 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.

THE FOLLOWING INFORMATION IS FOR NEW GRADUATE ASSISTANTS ONLY BEGINNING THEIR FIRST ASSISTANTSHIP CONTRACT DURING THE SUMMER SEMESTER:

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 who wish to make any changes in the status of their exemptions should go 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 District Numbers to complete this form
3. Ohio Public Employees Retirement System Exemption Form
4. Yellow Payroll Data Card (present address means Bowling Green Address). Please leave this blank if you do not yet have a Bowling Green address.
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. There 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 see enclosed *Terrorist Exclusion List* to complete this form
7. BGSU Graduate Assistant Biographical Data Form
8. Graduate Student Enhancement Program (GradSTEP) Form
9. Off-campus Housing Information

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.)

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 after you arrive on campus.

International Students: All international students must meet with a staff member in the Office of International Programs who will review your visa information, complete your I-9 and forward it to the Graduate College. Please do this as soon as possible after arriving in Bowling Green.