

Request for Exception to Limit on Summer Appointment for Graduate Assistantships

Graduate Student's Name: _____ UIN: _____

Permission is requested to employ _____ by the University for the following summer period exceeding two (2) months of full-time service equivalent and exceeding compensation at the rate of 2/9ths of the full-time equivalent rate per month for services required based on the employing unit's rate structure.

Service begin: _____ Service End: _____ FTE: _____

List reasons below why the work requires active participation for the entire period stated above (attach additional sheets if necessary):

This certifies that the work will be performed during the period for which compensation is requested.

Dept/Unit Representative Date

I accept this appointment that is an exception to the summer 2/9ths limit as detailed in the University General Rules Article IV: Section 1(e). Additionally, I understand that the acceptance of this appointment does not entitle me to vacation benefits.

Signature of Graduate Assistant Date

SUBMIT THIS ORIGINAL FORM ALONG WITH THE HR TRANSACTION CHECKLIST TO ACADEMIC HUMAN RESOURCES.

NEW 5/10/07