Follow the steps below to begin your payroll appointment for **any teaching, TAing, or research work** that is in addition to your appointment as a 9.5 month, 20 hours/week TA or GRA. These steps must be completed **eight working weeks prior** to your starting the work in order to receive payment, and (for instructors/TAs) to gain access to the course space on ELMS.

Teaching or TAing a course during Fall or Spring semester, that is in addition to your 20 hours/week 9.5 month appointment. ONLY REQUIRED FOR 9.5 MONTH full or half TAs or GRAs.

1. Fill in the text below:

   Dear _____ (advisor),

   I am requesting an hourly overload approval for _____ (student name) (UID _____), a _____ (assistant title: GRA/TA) in the Department of Geographical Sciences, for teaching _____ (course) over the _____ (fall/spring with year) semester. Your positive response will serve as your approval for this overload. The overload will be for the additional 10 hours a week of work. The overload payment for this course will be $_____ (see table). This overload payment is for an assignment that is in addition to _____'s (student name) regular duties. In forwarding this request, _____ (student name) and you as her advisor mutually acknowledge and agree that (1) the employee has permission to work on an overload basis; (2) performance of the overload duties will not occur at time periods during which the employee performs his/her regular duties; (3) performing this overload will not otherwise interfere with the performance of the employee's regular duties; (4) If the employee is paid from a sponsored research project, the tasks of the overload will not interfere with the deliverables on the grant/contract. Please indicate your permission for _____ (student's name) by replying to this email by _____ (date within one week). Thank you for your consideration.

2. Email text to your **advisor and copy Mary Mitkish and Liz Smith** on the email for approval.
3. Forward email with advisor's approval to Graduate Director, asking for his/her approval also via email (again, copy Mary Mitkish and Liz Smith on all overload approval correspondence). You do not need to retype the paragraph from the advisor email.
4. Forward email with Graduate Director's approval to **Mary Mitkish and Liz Smith** to enter into the payroll system. You will not need to enter time sheets, and will be paid in one lump sum.

Research work during Fall or Spring Semester in addition to your 20 hours/week 9.5 month appointment. ONLY REQUIRED FOR 9.5 MONTH full or half TAs or GRAs.

1. Fill in the text below:

   Dear _____ (advisor),

   I am requesting an hourly overload approval for _____ (student name) (UID _____), a _____ (assistant title: GRA/TA) in the Department of Geographical Sciences, for work on _____ (research project) over the _____ (fall/spring with year) semester. Your positive response will serve as your approval for this overload. The overload will be for the additional ____ (# hours) hours a week of work. This overload payment is for an assignment that is in addition to _____'s (student name) regular duties. In forwarding this request, _____ (student name) and you as her advisor mutually acknowledge and agree that (1) the employee has permission to work on an overload basis; (2) performance of the overload duties will not occur at time periods during which the employee performs his/her regular duties; (3) performing this overload will not otherwise interfere with the performance of the employee's regular duties; (4) If the employee is paid from a sponsored research project, the tasks of the overload will not interfere with the deliverables on the grant/contract. Please indicate your permission for _____ (student's name) by replying to this email by _____ (date within one week). Thank you for your consideration.

2. Email text to your advisor for approval.
3. Forward email with advisor's approval to Graduate Director, asking for his/her approval also via email. You do not need to retype the paragraph from the advisor email.
4. Forward email with Graduate Director's approval to Mary Mitkish and Liz Smith to enter into the payroll system. You will need to enter hourly timesheets on a bi-weekly basis.

Teaching or TAing a course during Winter semester. Applies to all (<u>except MPS TAs</u> whose regular duties include TAing the winter quarter):

1. Send name, University ID #, annual effort (0% if no TA/RA position during academic year, 25% if half TA/RA during academic year, 50% if full TA/RA during academic year), step (Step II if not advanced to candidacy, Step III if advanced to candidacy), course # and section # to Kristen Bergery.

   <u>PhD students with 9.5 month full or half TA or GRA must also follow steps 2-5 below</u>:

2. Fill in the text below:
   Dear _____ (advisor),
   I am requesting an hourly overload approval for _____ (student name) (UID _____), a _____ (assistant title: GRA/TA) in the Department of Geographical Sciences, for teaching _____ (course) over the Winter _____ (year) semester. Your positive response will serve as your approval for this overload. The overload will be for the additional 10 hours a week of work. The overload payment for this course will be $_____ (see table) and will be processed by the Office of Extended Studies in the University's PHR systems. This overload payment is for an assignment that is in addition to _____'s (student name) regular duties. In forwarding this request, _____ (student name) and you as her advisor mutually acknowledge and agree that (1) the employee has permission to work on an overload basis; (2) performance of the overload duties will not occur at time periods during which the employee performs his/her regular duties; (3) performing this overload will not otherwise interfere with the performance of the employee's regular duties; (4) If the employee is paid from a sponsored research project, the tasks of the overload will not interfere with the deliverables on the grant/contract. Please indicate your permission for _____ (student's name) by replying to this email by _____ (date within one week). Thank you for your consideration.
3. Email text to your advisor for approval.
4. Forward email with advisor's approval to Graduate Director, asking for his/her approval also via email. You do not need to retype the paragraph from the advisor email.
5. Forward email with Graduate Director's approval to Mary Mitkish, who will send to the Office of Extended Studies (OES) for entry into payroll system. You will not need to enter timesheets, and will be paid by OES in one lump sum.

Winter term research work. Applies to all:

1. Send name, University ID, step (step II if not advanced to candidacy, step III if advanced to candidacy), # of hours/week, and P.I. name, and an email approval from the PI confirming the winter work to Fernanda Saba and Mary Mitkish. You will need to enter hours into timesheets.
2. No overload needed.

Summer teaching or TAing work. Applies to all:

1. Send name, University ID #, effort (0% if no TA/RA position during academic year, 25% if half TA/RA during academic year, 50% if full TA/RA during academic year), step (Step II if not advanced to candidacy, Step III if advanced to candidacy), course # and section # to Kristen Bergery. Kristen sends this information to the Office of Extended Studies to enter into the payroll system. You will not need to enter timesheets, and will be paid in one lump sum.
2. No overload needed for summer TAs or teachers.

Summer research work. Applies to all:

1. Send name, University ID, step (step II if not advanced to candidacy, step III if advanced to candidacy), # of hours/week, and P.I. name, and an email approval from the PI confirming the summer work to Fernanda Saba and Mary Mitkish. You will need to enter hours into timesheets.
2. No overload needed