

College of Natural Resources and the Environment
PSIS GRADUATE ASSISTANTSHIP Worksheet

Please complete information below and forward to **Eileen Harris, 102C Fernald.**

Date of Request _____

Employee _____ Date of birth _____

Degree Program _____ Home Dept. _____

Employee ID 100 _____ SS# (if no other ID) _____

Campus ID _____

IMPORTANT: STUDENT CONTACT INFORMATION:

Phone number _____ Email _____

Nature of Action New Continuation Change
From Speed # _____

Appointment Type TA RA Other _____

Effective Dates From _____ To _____

Brief description of DUTIES & RESPONSIBILITIES _____

Course # if TA _____ Work location (building) _____

Hrs/Wk _____ \$/Hr _____ or Bi-Wkly Salary \$ _____ or Stipend Amt \$ _____
(Min. hourly = \$16.11/hr.)

Fringe _____ Grand Total \$ _____ Bkkpr _____ Clerk _____

Funding Source Name (Hatch, GOF, etc.) _____

Speed # _____ PI Name _____ Phone # _____

Fund _____ ID _____ Project _____

Dept Head Signature _____
