

(A student is not authorized to begin working until the E-1SG form has been completed, approved, and processed. **SUBMIT FORM WITH ORIGINAL SIGNATURES.**)

E-1SG Form, Revised 11/4/2021

Check Distribution Org \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext. \_\_\_\_\_

**I. DEPARTMENT:** \_\_\_\_\_  
 Organization/Department Name \_\_\_\_\_

BANNER Position #: \_\_\_\_\_ Budget Code: \_\_\_\_\_  
 (prefix)

✓ **Check one – be sure to use the correct position prefix.**

PREFIX	SUB-OBJECT	TITLE
TA	4022	Grad Teaching Asst - Instructor**
TA	4022	Grad Teaching Asst - Instructional Assistant
GT	4122	(S5) Grad Teaching Asst - Instructor**
GT	4122	(S5) Grad Teaching Asst - Instructional Assistant
RA	4023	Grad Research Asst
GR	4123	(S5) Grad Research Asst
AD	4043	Grad Admin Asst
AG	4143	(S5) Grad Admin Asst

**IV. TUITION SUPPORT DATA**

A Verified student/doctoral student       B Verified student/master's degree

Grad Tuition Waiver? Yes  No       Grad Tuition Grant? Yes  No

Funds Source \_\_\_\_\_ Funds Source \_\_\_\_\_

Tuition Waiver Percentage \_\_\_\_\_ % (Waiver for out-of-state students to pay in-state rates is 61%)

Amount of Tuition and Fees \_\_\_\_\_ I-9 Exp International \_\_\_\_\_

**II. STUDENT DATA:** **NEW STUDENT HIRE ONLY - I-9 START DATE** \_\_\_\_\_

UIN#: \_\_\_\_\_

NAME: \_\_\_\_\_  
 Last First Middle Initial

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:  Male  Female      Marital Status:  Single  Married

Ethnic Background: (select one)  
 White (WH)       Black (BL)       Hispanic (HS)  
 Asian/Pacific Islander (AP)       American Indian/Alaskan Native (AI)  
 Other (OT)

Residency Status:  Citizen (C)     Permanent Resident (P)     Non-Immigrant (N)

Local Phone: \_\_\_\_\_

Local Address: Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Domicile \_\_\_\_\_ Program \_\_\_\_\_ Semester \_\_\_\_\_ Total Graduate Credit Hours \_\_\_\_\_

**V. BUDGET AUTHORIZATION (My signature as the Budget Unit Director certifies that sufficient funds are available to cover all charges to be incurred by employing this student; that this student has completed an I-9 form, Child Support Disclosure, Policy Summary Acknowledgements for Policy 1.05 – Alcohol and Other Drugs & Policy 1.75 – Use of Electronic Communications and Social Media, Selective Service Compliance Form (as required by Federal and State Law), Dual Employment Reporting Form, Elected Official Disclosure Form, Direct Deposit Certification Form, that federal and state tax forms are provided to each new employee, and that the student is enrolled for the required number of credit hours at Old Dominion University.)**

Name \_\_\_\_\_ Dept/Budget Unit Head (Print)      Name \_\_\_\_\_ Graduate Program Director (Print)

\_\_\_\_\_ (signature)      \_\_\_\_\_ Date      \_\_\_\_\_ (signature)      \_\_\_\_\_ Date

Name \_\_\_\_\_ Associate Dean/Designee (Print)

\_\_\_\_\_ (signature)      \_\_\_\_\_ Date

\* All graduate assistants must have a completed G9 form on record with the Graduate School. G9 forms must be completed by the hiring supervisor.  
 \*\* For all graduate assistants who are instructors of record - A T1 form needs to be submitted to the Graduate School prior to the start of the assistantship assignment.

**\*\* E1-S Processing Use Only – do not write below this line \*\***

**III. FINANCIAL SUPPORT DATA:**

PAY:: Pay Start Date \_\_\_\_\_ Pay End Date \_\_\_\_\_  
 Hours Per Week \_\_\_\_\_  
 Weeks in Period Total/Stipend Amt \$ \_\_\_\_\_

Employed in Other Department  
 Position #: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Enrollment: \_\_\_\_\_  
 I-9: \_\_\_\_\_  
 I-9 Exp: \_\_\_\_\_

Banner Keyed By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**ROUTING:**  
 Copy - for Department Records  
 Original - E-1S Processing after Assoc  
 Dean Approval

- Child Support Disclosure
- Drug & Alcohol
- W-4 Form
- VA-4 Form
- Selective Service Compliance
- Elected Official Disclosure Form
- Policy 1.05/.75 Certificate of Receipt
- Copy of SS Card
- Direct Deposit
- Dual Employment (Conflict of Interest)

# FOR INFORMATION PURPOSES ONLY – DO NOT RETURN WITH PAGE 1 OF E-1SG – KEEP FOR YOUR RECORDS

The E-1SG is organized into five (5) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E-1SG being returned to your department. Until we receive the corrected paperwork, the student will not be authorized to work, and no payroll record can be created.

**Top right-hand portion of the form** - Provide the Department Contact Person and the Department telephone extension. If questions arise about the form, or the information contained on the form, this contact information is extremely important.

- I. **Department/Position Information** - This section must be correctly completed in its entirety for each transaction.
- II. **Student Data** - The ID information portion is completed for each transaction. Also complete when a student employee has a change of address or telephone number that should be noted.
- III. **Financial Support Data\*\*\*** - This section is completed at the time of the original appointment only.
- IV. **Tuition Support Data** - Required when hiring graduate students. This section is completed when hiring Graduate Teaching, Graduate Research Assistants, and Graduate Administrative Assistants only. Be sure to fully complete this section. Failure to indicate whether this student has a Graduate Tuition Waiver will result in the form being returned, unprocessed.
- V. **Budget Authorization** - This section is required for ALL transactions. The Budget Unit Director certifies the requirements below have been met. The Graduate Program Director and the Associate Dean certify that all graduate assistantship requirements have been met.
  1. Funds Available/Satisfied
  2. Student is registered for the required number of credit hours at Old Dominion University
  3. Policy Summary Acknowledgments for 1.05 - Alcohol and Other Drugs and Policy 1.75 - Use of Electronic Communications and Social Media
  4. Completion of the following forms
    - a. I-9
    - b. Child Support Disclosure Form
    - c. Selective Service Compliance Form
    - d. Elected Official Disclosure Form
    - e. Direct Deposit Certification Form
    - f. Dual Employment Reporting Form
    - g. W-4 Form
    - h. VA-4 Form

Other transactions such as changes to pay rate and termination will be completed using the Electronic EPAP system.

### Graduate Financial Awards Policy

**Eligibility:** Only students admitted to graduate degree programs in regular or provisional status on the basis of complete and fully evaluated credentials and in good academic standing are eligible for appointment to a graduate assistantship.

**Compensation:** Minimum Stipend Levels are \$3,200 in the fall and spring semesters and \$2,500 during the summer. Supplements to the minimum stipend amount can be made based upon the availability of funds and upon approval of the appropriate dean and the funding agency. The stipend is considered to be taxable income since it is payment for services. Graduate Assistants receiving \$5,000 or more a semester and have enrolled in health insurance are eligible to receive a subsidy.

**Appointment Workload:** Graduate assistantships require up to 20 hours per week of service and are generally made for a period of one academic year with a nine-month performance period. For a GTA, the work load should include no more than six hours of classroom teaching or nine contact hours of laboratory supervision per semester, plus normal preparation time.

**Additional Employment:**

1. Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment during the period of their assistantship. In particular, graduate assistants (graduate teaching assistants, graduate research assistants, and graduate administrative assistants) may not be paid for part-time teaching or other campus employment for the University in addition to their normal responsibilities.
2. Exceptions to this policy may only be made under unusual circumstances and only with the approval of the dean of the appropriate college or equivalent administrator upon the written recommendation of the graduate program director and the department/school chair. Any outside employment (i.e., off-campus) should be undertaken with caution and in consultation with the GPD. It should in no way adversely affect academic performance or assistantship duties and responsibilities. Information on employment guidelines that are specific to international students may be obtained from the Office of Visa and Immigration Service Advising (VISA).

**International students** have registration requirements based on their VISA status that may be different than what is required to be a graduate assistant. If an international student is taking less than the nine credit hours required for full-time status, or if they have questions, they should contact the VISA Office at intlstu@odu.edu immediately.

### Graduate Assistantship Types:

**Grad Teach Asst - Instructors (Prefix TA or GT (\$5 funds))** - Graduate assistants who directly communicate and interact with students in ways that lead to the conveyance of knowledge or skills required to successfully complete the course. Included in this category are graduate students who serve as Instructors of Record, Course Instructors, Laboratory Supervisors, Recitation Leaders, and Tutors. *Sub-Object 4022 or 4122*

**All Grad Teach Asst.- Instructors are required to pass the GTA Institute in order to receive a GTA stipend. Assistants in this category that are assigned as instructors of record must have an approved T1 - Certification of GTA as Instructor of Record approved by the Graduate School before they can teach.**

**Grad Teach Asst - Instructional Assistants (Prefix TA or GT (\$5 funds))**- Graduate assistants who assist faculty, however, they do not directly instruct students. Instead, they may serve as graders, help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or laboratory assistants who prepare equipment, solutions, experiments, etc, but do not directly instruct students in the knowledge or skills imparted by the laboratory experience. *Sub-Object 4022 or 4122*

**Grad Teach Asst - Instructional Assistants are not required to pass the GTA Institute but must be approved and supervised by the appropriate faculty instructor.**

**Grad Research Asst - Faculty Assistants (Prefix RA or GR (\$5 funds))** participate directly in non-sponsored research or support activities conducted by faculty members or administrators. *Sub-Object 4023 or 4123*

**Grad Research Asst - Project Assistants (Prefix RA or GR (\$5 funds))** participate directly on sponsored research projects through external grants or contracts or through funds generated by Educational Foundation or gift accounts. *Sub-Object 4023 or 4123*

**Grad Admin Assts (Prefix AD or AG (\$5 funds))** participates directly in the support of the activities of a University administrative unit. The appointment of Grad Admin Assts in non-academic units is to be made in consultation with the graduate program directors of the pertinent academic units. *Sub-Object 4043 or 4143*

**ALL Graduate Assistants** must have a completed G9 - Graduate Assistant Responsibilities Agreement on file with the Graduate School prior to the beginning of their assignments.

For assistance regarding classification of graduate assistants, contact the Graduate School at [graduateschool@odu.edu](mailto:graduateschool@odu.edu).

For more information on Financial Awards for Graduate Assistants - please see the policy in the Graduate Catalog, <https://catalog.odu.edu/graduate/financialawardsforgraduatestudents/>.

\*\*\*To help to calculate the number of weeks in a period, please see the link below: <https://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf-factpay-semester.pdf>.

ENROLLMENT REQUIREMENTS FOR STIPENDS & FELLOWSHIPS BASED ON SOURCES OF FUNDING			REVISED 4/1/2021	
TYPE	SCHEV (S-S)	LEDGER 1	ALL OTHER UNIVERSITY ACCOUNTS	ODURF EPAS
GTA	E-1SG or EPAP Sub-Object Code 4122 9 credit hours (Fall/Spring) *6 credit hours (Summer) ABD/Master's (1 cr hr not allowed)	E-1SG or EPAP Sub-Object Code 4022 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **	E-1SG or EPAP Sub-Object Code 4022 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **	N/A
GRA	E-1SG or EPAP Sub-Object Code 4123 9 credit hours (Fall/Spring) *6 credit hours (Summer) ABD/Master's (1 cr hr not allowed)	E-1SG or EPAP Sub-Object Code 4023 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **	E-1SG or EPAP Sub-Object Code 4023 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **	EPAS 6 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **
GAA	E-1SG or EPAP Sub-Object Code 4143 9 credit hours (Fall/Spring) *6 credit hours (Summer) ABD/Master's (1 cr hr not allowed)	E-1SG or EPAP Sub-Object Code 4043 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **	E-1SG or EPAP Sub-Object Code 4043 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **	N/A
Fellowships	N/A	Award Letter 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **	Award Letter 9 credit hours (Fall/Spring) 3 credit hours (Summer) ABD/Master's (1 cr hr allowed) **	N/A

\*The total number of credit hours in Summer 1 and Summer 2 must equal 6 to fulfil SCHEV regulations. To meet this requirement, a student can enroll in six credit hours in either Summer 1 or Summer 2 or enroll in 3 credit hours in Summer 1 and three credit hours in Summer 2.

\*\*Doctoral students who are ABD (Advanced to Candidacy with a D9 form on file) are only required to register for one credit hour to meet the full-time requirement. Master's students in their final semester may request to register for less than the required number of credits and still maintain an assistantship. To be able to do this, the department must complete a M4 form (Notification of a Master's Student Holding an Assistantship in the Final Semester of Study). This request can only be made once for one semester. NO EXCEPTIONS. This does not make the student full-time for financial aid purposes.

Graduate Teaching Load Hours (TCHLD equivalents for graduate assistants)	
1 GA TCHLD	= 2 semesters, 20 hrs/week = 6
½ GA TCHLD	= 2 semesters, 10 hrs/week = 3
¼ GA TCHLD	= 1 semester, 20 hrs/week = 3
¼ GA TCHLD	= 1 semester, 10 hrs/week = 1.5
Less than ¼ GA	= 1 month, 20 hrs/week = 0.80

To be eligible for a tuition exemption, graduate assistants must earn at least \$1334 during the summer semester and \$2500 during fall/spring semesters in which the exemption is applied.