

**THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE  
GRADUATE ASSISTANT ASSIGNMENT AGREEMENT**

Additional information: [Student Employment Policy](#)

Instructions: Any data errors on this form should be lined through once and initialed without using white out to revise original data.

**STUDENT INFORMATION**

FIRST NAME	M.I.	LAST NAME	BANNER ID	EMAIL

*(Print name as listed on Social Security card)*

Are you currently employed with other state agency?     NO     YES    Give agency name

Are you currently receiving NC Retirement Benefits?     NO     YES

**If yes, submit completed [Certifying Employee Status Under Retirement Reemployment Laws Form](#) (Form ESRR) to the Office of Human Resources, 357 Lumbee Hall.**

**I understand that:**

1. Prior to reporting to work I must complete and submit a W-4 ( [W-4 Employee's Withholding Allowance Certificate](#) ) and NC-4 ( [NC-4 Employee's Withholding Allowance Certificate](#) ) tax forms, a complete Section 1 of the I-9 Employment Eligibility Verification ( [I-9 Employment Eligibility Verification](#) ) form, if required. Some positions may require a [Criminal Background Check](#). If a Criminal Background Check is required, the student may not start work until it is completed.
2. Per Office of the State Controller and UNCP Policy, I understand that it is a Condition of my Employment for me to be enrolled in Direct Deposit within 30 days of hire or rehire. Failure to provide a completed [Direct Deposit](#) form with accompanying documentation to the Payroll Office for Direct Deposit may result in a delay in my pay and/or termination of my employment.
3. I will report to the reporting supervisor stated on this Graduate Assistant Assignment Agreement form.
4. I am required to be punctual, efficient, and professional in my job assignment.

**AGREEMENT FOR GRADUATE ASSISTANTSHIP**

**I confirm that (Initial each item):**

	I am taking at least 9 graduate credit hours at UNCP during each regular (fall/spring) term and/or I am enrolled in graduate credit hours each summer session in which I am employed.
	This appointment depends upon my achieving and maintaining a 3.0 cumulative UNCP graduate GPA. And, my contract will end if I withdraw from or am dismissed from The Graduate School.
	This appointment depends upon satisfactory performance of my duties.
	I understand that I am to participate in the Graduate Research Symposium (in mid to late spring).
	I understand that I am to participate in at least one Graduate School-approved Professional Development event every semester that I am employed as a GA.
	I will not accept any other employment without prior written approval of my placement supervisor, my program director, my department chair, and the Dean of The Graduate School.
	If unable to complete the terms and conditions of the contract, I will notify my supervisor and The Graduate School immediately, terminate my employment, repay the university for any unearned wages, and/or understand that my wages will be prorated based on hours worked.
	Graduate Assistants are remunerated in equal payments and early dismissal or leaving the position may result in my having to pay back unearned wages.
	I understand that acceptance of the position does not qualify me for unemployment compensation at a later date.
	Any violation of the Student Code of Conduct on my part may result in immediate termination of employment, referral to the Director of Student Conduct, or designee; and I may have to repay the university for any unearned wages and/or repay any tuition award.
	Acceptance of this offer and its approval by university officials completes an agreement that The Graduate School and I expect to honor.

**I verify that the student information is accurate, that I understand the position and remuneration. Further, my signature below indicates that I UNDERSTAND and will COMPLY with the regulations listed above. If I fail to comply, the agreement may be ended prior to the Anticipated End Date stated on this form.**

\_\_\_\_\_  
GA STUDENT EMPLOYEE SIGNATURE

\_\_\_\_\_  
Date

**STUDENT INFORMATION (Repeated for page 2)**

FIRST NAME M.I. LAST NAME

**POSITION INFORMATION AND REMUNERATION** (Supervisor completes this portion)

GRADUATE ASSISTANT  ADMINISTRATIVE  RESEARCH  TEACHING/TUTORING  INSTRUCTOR OF RECORD  OR NOT

FLAT RATE STUDENT ASSISTANT WORKING TITLE:  POSN#:

TOTAL AMOUNT OF ASSIGNMENT \$  ESTIMATED WORK HOURS PER WEEK

AGREEMENT PERIOD BEGIN DATE  AND ANTICIPATED END DATE

**REPORTING SUPERVISOR**

I understand/verify that:

- A GA must receive permission from The Graduate School if he/she wants to work on another assignment agreement during the course of this agreement.
- I understand that it is my responsibility to monitor and supervise students by making an effort to assist student assistants in solving any work assignment problems.
- I verify that this Graduate Assistant (GA) has been admitted to a graduate degree program (*Provisional* or *Full* status ONLY).
- Each semester, I will verify that the GA is enrolled in nine (9) semester hours of graduate credit (or three hours during any summer session) and maintains at least a 3.0 GPA prior to each semester (or session) the GA is to hold the position.

Supervisor Approval (print)  Signature  Date

Supervisor Banner ID  Title  Ext.

**AUTHORIZATION** (Must be approved by Financial Manager before work begins.)

BANNER FUND/ORG and ACCT: # (ex. 170910-21350):  DEPT NAME:

Fund Financial Manager or Designee

\_\_\_\_\_  
Signature  Title  Ext.

Dean of The Graduate School or Designee

\_\_\_\_\_  
Signature  Title  Ext.

**SUBMISSION**

Submit to The Graduate School, 114 Lindsay Hall, the completed:  
Graduate Assistant Assignment Agreement (this form),  
W-4,  
NC-4,  
I-9,  
E-verify and  
Student-signed job description (if applicable).

Submit to Payroll, the direct deposit form and any accompanying materials.

Student will be processed and paid according to the appropriate Payroll Calendar. Go to this [Human Resources webpage](#) for calendars.

**NOTE:** Incomplete or inaccurate paperwork will delay the student access to Braveweb Employee Self-Service for Web Time Entry and Bi-Weekly Payroll processing for payment. Accurate paperwork is essential.