

SUBMISSION INSTRUCTIONS FOR REQUEST TO WORK ADDITIONAL HOURS ABOVE HALF-TIME ASSISTANTSHIP

Graduate Students working on an assistantship may be eligible to work up to **29** hours per week with **prior** approval from the Office of Graduate and Professional Studies.

For foreign national students working on an assistantship, additional hours are allowed in between semesters, during official holidays, and during summer vacation per visa regulations and with **prior** approval from Office of Graduate and Professional Studies.

Requests for a Graduate Assistant to work additional hours will be handled as follows: (approval should be obtained **PRIOR** to the student working any additional hours):

- A. Locate **Academic Department Approval for Graduate Assistant > 50% Effort Request** form on the OGAPS forms web page <http://ogaps.tamu.edu/Buttons/Forms-Information> under Request for a Graduate Assistant to Work Additional Hours.
- B. Complete the **Academic Department Approval for Graduate Assistant > 50% Effort Request** form:
 1. Complete the **Student Information**, the **Primary Appointment Information** and the **Additional Appointment Information**
 2. Please note that the Department Contact person should indicate the ABA/BA or department/division business contact information, as applicable.

C. Required signature

1. All forms must be signed by the department faculty committee chair **or** department head and the Associate Dean for Graduate Programs (Dr. Harry Hogan). Submit the form to [Jennifer Veracruz](mailto:jveracruz@tamu.edu); email to jveracruz@tamu.edu

NOTE: **** A formal committee is established when a student has an APPROVED degree plan on file with OGAPS, listing their faculty committee.**

D. Workday

1. Once the form has been signed by the faculty committee chair or department head and the Associate Dean for Graduate Programs Dean (Dr. Hogan), it will be provided back to the department for processing.
2. The department should then complete a Laserfiche form at the following link to submit to OGAPS at: [Academic Department Request of Graduate Assistant >50% Effort \(https://it-lf-ecmprovost.services.ads.tamu.edu/Forms/AdditionalHoursRequest\)](https://it-lf-ecmprovost.services.ads.tamu.edu/Forms/AdditionalHoursRequest) You will need to attach a screenshot of the student's Workday Summary tab (Profile page) and All Jobs-TAMUS under Overview.
3. The signed form should be **attached** in Workday for payroll actions that fall under the following categories:
 - Increases in effort >50% through the Change Job BP in Workday
 - "Add Additional Job" BP in Workday for students already employed in a Graduate Assistant title

**** Please make sure to adjust the weekly hours/schedule in Workday to match what you are requesting on the form.**