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](http://ogaps.tamu.edu/Buttons/Forms-Information) under Faculty & Staff Forms and Information / Student Employment / 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 GOC Dean (Dr. Hogan). Submit the form to Jennifer Veracruz 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 GOC Dean (Dr. Hogan), it will be provided back to the graduate department for processing.

   2. The department should then provide the completed and signed form to the hiring department staff who will process the student’s payroll action in Workday.

   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.