FALL GRADING & TUTORING CONTRACT-DUAL DEGREE STUDENTS ONLY

Are you currently either a part-time or full-time regular employee at NYU?
If YES, stop here. You cannot work under any circumstances.

Are you enrolled in the current semester?
If NO, stop here. You cannot work under any circumstances.
September graduates are not allowed to work during the fall semester. December graduates are not allowed to work in the winter/ spring sessions. *(The only exception is that May graduates can work summer sessions.)*

Are you an international student with a H-1B visa?
If YES, stop here. You cannot work under any circumstances.

Are you an undergraduate, non-Stern, MBA, or PhD student?
If YES, stop here. Please visit the Student Jobs website for the appropriate contract.

To avoid compensation delays, please read:

Policies for Graders:
* Graders are paid at the rate of $24.00 per student. This rate assumes a grader will grade the equivalent of three major assignments for each student enrolled in the course (eg, a mid-term examination, a final examination, a major paper, or several lesser assignments).
* Graders are eligible to grade a maximum of three sections per semester.

Policies for Tutors:
* Tutors are paid at the rate of $24.00 per hour for a maximum of 10 hours per week.
* Tutors provide primarily remedial help to students in statistics, computer skills, or in other technical areas.

COMPLETE INSTRUCTIONS 1-5 BEFORE STARTING WORK

1. Review minimum requirements. **You must have:**
   - Enrolled and remain enrolled in the semester in which you intend to work
   - Completed at least 9 credits at Stern as MBA student
   - GPA of at least 3.0
   - Taken the course or its equivalent, or have permission from the professor.

   If you meet these requirements you may proceed to step 2.
2. Interview with professor and/ or department coordinator and agree on the Grader or Tutor position.
3. Complete this contract with the department coordinator. Student and the department coordinator must sign before proceeding.
4. Drop off the contract with Richard Upchurch in **KMC Room 7-100**. Once it has been approved, you will receive a confirmation e-mail, and the contract will be forwarded to Human Resources.
5. Register with Stern Human Resources. If you have not previously registered with Human Resources (HR) you will need to show proof of identity and eligibility to work . See page 3 for a list of documents you may use. Additionally, all new hires must complete a new hire form, an I-9 form, and an IRS W-4 form. International students will also need to provide a letter of permission to work, which may be obtained from the NYU Office of International Students and Scholars.
6. Begin work only after you have completed instructions 1-5.

PLEASE NOTE:
TUITION REMISSION
You will receive tuition remission if you are enrolled at Stern with majority credits while you are working at Stern.
NYU Financial Aid Office will reduce the loan balance or the bursar will issue a refund check . This form of payment will not be taxed and will be reflected in your bursar bill 10 days after this contract has been fully executed. If tuition remission exceeds the amount of credit for that semester, the remaining balance will be processed as a payroll check in HR and subject to income tax withholding.

PAYROLL
Payroll payments are made only if you are unable to receive tuition remission or if you have exceeded your tuition bill.
All payroll payments are subject to income tax withholding. First payment can be expected approximately 4-5 weeks after this contract is fully executed. Payments must be picked up in Tisch 626 unless you sign up for direct deposit. Payroll payments are made every two weeks through the end date of the course or semester. For questions, please contact Pauline Braz in HR at 212-998-0119.

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STUDENT PERSONAL INFORMATION

Name _____ Semester FALL YEAR 2013

NYU ID N# _____ NYU Net ID _____ ☐ I am not enrolled at Stern with the majority of my credits.

Email _____ Other Degree School _____

☐ Check if you are currently working as a Grader, Tutor, TF or GF.

DEPARTMENTAL INFORMATION for GRADER

Course Department / Department Coordinator _____

Course Number	Section	Course Title	Professor	Rate	Enrollment	Compensation
				$24 per student		
				$24 per student		
				$24 per student		

OFFICIAL USE ONLY: **Coordinators, please note that courses that do not meet the required enrollment of 25 students require a STARS or dept account number for payment. Sections of the same course number can be combined to meet enrollment.**

☐ EXCEPTION with DEAN'S OFFICE APPROVAL	Rationale:

DEPARTMENTAL INFORMATION for TUTOR

Department and Department Coordinator _____

Course Number	Section	Course Title	Professor	Hours Worked	Rate	Compensation
					$24 per hour	
					$24 per hour	

By signing below, I accept the terms of employment as outlined above and understand this contract must be approved by Richard Upchurch (Office of Faculty Services, KMC 7-100) and all HR paperwork completed before I start working. Your employment is at will, which means that you or NYU can terminate this agreement at any time, with or without cause. NYU can also withdraw or rescind this offer at any time prior to the commencement of work without restriction.

Signature, Student applying for Grader/Tutor position _____ Date _____

Signature, Doctoral Office (required if PhD level applicant) _____ Date _____

Signature, Department Coordinator _____ Current Enrollment (as posted on AIS) _____ Date _____

Signature, Faculty Affairs, Richard Upchurch, KMC 7-100 _____ Current Enrollment (as posted on AIS) _____ Date _____

HR/PAYROLL POSTED_____ DATE_____ TOTAL AMOUNT CHARGED_____

Primary account to be charged	Payroll payment from account # _____	in amount of _____
☐ Additional payment/ secondary account	Additional payment account # _____	in amount of _____

☐ REVISED by OFS Inital:_____

Students must provide both proof of identity and proof of employment eligibility.
The following is a list of acceptable documents*.

List A documents will establish both proof of identity and employment eligibility.
If not presenting a document from list A, students are required to show one document from both List B & C.

List A
Documents that establish both identity and employment eligibility.

1. U.S. Passport (unexpired)
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)

List B
Documents that establish identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
2. ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
3. School ID card with a photograph.
4. Voter's registration card.
5. U.S. Military card or draft record.
6. Military dependent's ID card.
7. U.S. Coast Guard Merchant Mariner Card.
8. Native American tribal document.
9. Driver's license issued by a Canadian government authority.
   For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

List C
Documents that establish employment eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment).
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
4. Native American tribal document.
5. U.S. Citizen ID Card (INS Form I-197)
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired employment authorization document issued by the INS (other than those listed under List A)

***NOTE: IF YOU ARE AN INTERNATIONAL STUDENT, HUMAN RESOURCES MAY REQUIRE ADDITIONAL DOCUMENTATION**