SPRING TEACHING FELLOW CONTRACT - STERN MBA STUDENTS ONLY

TO AVOID COMPENSATION DELAYS, PLEASE READ

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 spring 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.

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

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

COMPLETE INSTRUCTIONS 1-5 BEFORE STARTING WORK

1. Review minimum requirements.

You must have:
- Enrolled and remain enrolled in the spring semester
- Completed at least 9 credits at Stern as MBA student
- GPA of at least 3.0
- Taken the course, 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.
3. Complete this contract with the department coordinator. Student and the department coordinator must sign before proceeding.
4. Drop off the contract in the dropbox in front of **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
All Stern MBA students are paid through tuition remission (see PAYROLL below for exceptions). NYU Financial Aid Office will either reduce your 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
You will only be paid through payroll for the following reasons: (1) You are 100% scholarship/sponsored, (2) You have exceeded the amount of tuition remission allowed. All payroll payments are subject to income tax withholding. Your 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 semester. For questions, please contact Pauline Braz in HR at 212-998-0119.

For more questions, contact studentjobs@stern.nyu.edu

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STUDENT PERSONAL INFORMATION

Name

SEMESTER

YEAR 2014

NYU ID N#

NYU Net ID

Email

TEACHING FELLOW

☐ I am receiving 100% of my tuition from corporate sponsorship/ scholarship

Professor Name	Course Number	Section
Additional Course Prof	Additional Course #	Section

Course Department / Department Coordinator

COMPENSATION

☐ 0.5 (half position) required enrollment (25-49)	**5 hours per week for 15 weeks**	Payment
☐ 1.0 (full position) required enrollment (50-84)	**10 hours per week for 15 weeks**	Payment
☐ 1.5 (one and half position) required enrollment (85-119)	**15 hours per week for 15 weeks**	Payment
☐ 2.0 (MAX two full positions) required enrollment (50-84 per section)	**20 hours per week for 15 weeks**	Payment

* All appointments are for one semester only.
* TFs are entitled to a 15% discount at the NYU Main Bookstore, 726 Broadway. For discount ask at register for Stern TF/GF list.
* Students may not make independent arrangements for additional compensation to tutor students in the class in which they are a TF.
* Hours missed throughout the semester must be made up within the same semester.

By signing below, I accept the terms of employment as outlined above and understand this contract must be approved by Office of Faculty Services, KMC 7-100 and all HR paperwork completed before I start working as a Graduate or Teaching Fellow. 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 — Date

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

Signature, Faculty Affairs — Current Enrollment (as posted on AIS) — Date

Signature, Human Resources, Maryann Zwaryczuk, Tisch Hall 6th Floor — Date

Signature, MBA Financial Aid Office — POSTED_____ DATE_____ — Date

Administrative Use Only

☐ EXCEPTION with DEAN'S OFFICE APPROVAL	Rationale:

☐ Additional payment — Payroll payment from account # _____ in amount of _____

☐ STR — 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)

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