SPRING GRADING & TUTORING CONTRACT-UNDERGRADUATE STUDENTS ONLY

TO AVOID COMPENSATION DELAYS, PLEASE READ

Are you enrolled in the current spring semester?
If NO, stop here. You cannot work under any circumstances.

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 an international student with a H-1B visa?
If YES, stop here. You cannot under any circumstances work as teaching fellow, grader, or tutor.

Are you a graduate level student?
If YES, stop here. Please visit the Student Jobs website for the appropriate contract.

Policies for Graders:

* Graders are paid at the rate of $16.00 per student. This rate assumes that a grader will grade the equivalent of three major assignments per 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 $16.00 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 1-7 BEFORE STARTING WORK

1. If you meet these requirements you may proceed to step 2.

You must be:

- A Stern Undergraduate College junior or senior
- Enrolled and remain enrolled in the spring semester

You must have:

- GPA of at least 3.3
- Taken the course or its equivalent and received an "A", or have approval from the professor

2. Interview with professor and/ or department coordinator and agree on the position.
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 is the sole method of payment for **all** undergraduate college students. The NYU Financial Aid Office will reduce the loan balance **or** the bursar will issue a refund check. This 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 is therefore subject to income tax withholding. For questions, please contact Pauline Braz in HR at 212-998-0119.

Please visit the Student Jobs website
for complete information or contact studentjobs@stern.nyu.edu

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STUDENT PERSONAL INFORMATION

Name

NYU ID N# | NYU Net ID

Email

Semester SPRING YEAR 2014

Position Applying For:

IMPORTANT:
* Undergraduates may not grade/ tutor for MBA/grad level courses

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

DEPARTMENTAL INFORMATION for GRADER

Department and Department Coordinator

Course Number	Section	Course Title	Professor	Rate	Enrollment	Compensation
				$16 per student		
				$16 per student		
				$16 per student		

DEPARTMENTAL INFORMATION for TUTOR

Department and Department Coordinator

Course Number	Section	Course Title	Professor	Hours Worked	Rate	Compensation
					$16 per hour	
					$16 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). 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, Department Coordinator — Current Enrollment (as posted on AIS) — Date

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

Signature, UC Deans Office, JJ Jiang, Tisch Hall 600 — Date

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.

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**