

# FALL GRADER & TUTOR CONTRACT

## STERN MBA STUDENTS

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 fall semester?

**If NO, stop here. You cannot work under any circumstances.**

September graduates are not allowed to work during the fall semester.

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.**

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 fall semester
- Completed at least 9 credits at Stern as MBA student
- GPA of at least 3.0
- Taken the course, its equivalent, or have approval 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. 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.

# FALL GRADING & TUTORING CONTRACT-STERN MBA STUDENTS ONLY

**STUDENT PERSONAL INFORMATION**

Name

Semester  YEAR

NYU ID N#  NYU Net ID

Email

**GRADER/TUTOR**

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

**DEPARTMENTAL INFORMATION for GRADER**

Course Dept / Dept Coordinator

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

**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.**

**DEPARTMENTAL INFORMATION for TUTOR**

Course Dept / Dept 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 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 \_\_\_\_\_ 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 \_\_\_\_\_

<input type="checkbox"/> EXCEPTION with DEAN'S OFFICE APPROVAL	Rationale:	
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Additional payment Payroll payment from account # \_\_\_\_\_ in amount of \_\_\_\_\_

STR Initial: \_\_\_\_\_

## **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**