

Request for Exception Allowing Additional Work for Graduate Assistants

Submission instructions and important information

- **To be initiated by the department requesting additional work.**
- International graduate assistants are not allowed to work additional hours. Please contact ISSS@nau.edu for details.
- Graduate assistants on *fiscal year* appointments are not allowed to work additional hours.
- No more than five (5) hours per week of additional work is allowable for 20-hour graduate assistants.
- This form is not required for student wage work during the university winter closures if the assistantship is for academic terms only.
- Both the graduate assistant and the requester must notify the graduate assistantship appointment department of additional work.
- The requester and the appointment department are responsible for ensuring compliance with [NAU HR policies](#) and the [29-hour-work-rule](#).
- Submit completed form to GATW@nau.edu.
- **Important Next Steps:** Graduate assistantship stipends will not increase because of form approval. An additional HR Onboarding Request must be submitted by the hiring department to pay the student through a student wage position (LOUIE clocking in and out will be required). Upload the GATW approved form to the HR Onboarding Request for the additional work.

Student first name:	Student last name:
Student NAU EmplID:	Student NAU email:
Degree/program:	Department:
Requester email:	Advisor/major professor:
Is the additional work for the same department that grants the student's graduate assistantship? <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduate assistantship type: <input type="checkbox"/> GRA <input type="checkbox"/> GSA <input type="checkbox"/> GTA Graduate assistantship hours/week: <input type="checkbox"/> 20-hour <input type="checkbox"/> 10-hour
Is the graduate assistant an international student? <input type="checkbox"/> No <input type="checkbox"/> Yes (international students are not eligible for additional work)	
Is the graduate assistant on any type of fiscal appointment? <input type="checkbox"/> No <input type="checkbox"/> Yes (GAs on fiscal year appointments are not eligible for additional work)	
Additional work supervisor printed first and last name:	
Description of additional work to be completed and how it is unique from the graduate assistantship position description:	
Term of additional work: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both	Number of hours per week (5-hour maximum): _____ OR <input type="checkbox"/> One-time pay

Approvals

GA supervisor printed name:	GA supervisor signature:	Date:
Academic advisor printed name:	Academic advisor signature:	Date:

Office of Graduate and Professional Studies Use Only

Approval date:	Dept notification date:	Entered date:	Entered by:
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