

**Graduate Assistant Academic Year Supplemental Employment Request
Online Form Job Aid and FAQ**

[Click here](#) to launch the online form.

This form can be initiated by either the GA or the supplemental employment hiring department's admin/payroll processor of the supplemental employment hiring department. The information the request initiator will need to provide includes:

- GA's advisor, citizenship, and percentage employed in the current assistantship
- Supplemental employment department/unit, dates of employment, number of hours, type of payroll (student labor or GA overload on Special Payroll), and name of the department admin/payroll processor

To open the form, you must sign in with your NetID. Clicking "Myself" will auto-populate the information associated with your NetID. Clicking "UConn Affiliate" will auto-populate your information as the initiator of the request and then allow you to search for the GA by clicking the Affiliate Search button.

*** Who is this request for?**

Myself UConn Affiliate

▲ UConn Affiliate

Affiliate Search

<p>* GA First Name</p> <input style="width: 90%; height: 25px;" type="text"/> <p style="color: red; font-size: small;">▲ This value is required</p>	<p>* GA Last Name</p> <input style="width: 90%; height: 25px;" type="text"/> <p style="color: red; font-size: small;">▲ This value is required</p>
<p>GA Department</p> <input style="width: 90%; height: 25px;" type="text"/>	<p>* GA NetID</p> <input style="width: 90%; height: 25px;" type="text"/> <p style="color: red; font-size: small;">▲ This value is required</p>
<p>GA Email</p> <input style="width: 90%; height: 25px;" type="text"/>	<p>GA Phone Number</p> <input style="width: 90%; height: 25px;" type="text"/>

Federal regulations prohibit international students on F-1 or J-1 visas from working more than 20 hours per week during the school year. International students who are employed for less than 20 hours in their assistantship, may engage in supplemental employment on student labor for the remaining hours they have available up to the 20 hour maximum.

*** Citizenship**

U.S. Citizen U.S. Permanent Resident International Student

Requests can be for a maximum of one semester. If the work will span more than one semester (e.g., November 14-February 5), a separate request must be submitted for each semester. Supplemental employment approval is not required for work performed during summer and winter breaks. When classes are not in session, both domestic and international students may devote their full-time efforts to employment.

Semester for which supplemental employment approval is requested:

*** Semester From Date** 
Limited to one semester


*** Semester To Date** 

*** Current assistantship percentage employed**
 10 hour GA 15 hour GA 20 hour GA

*** Current assistantship department**

To populate the supplemental employment hiring department, enter part of the department name in the search bar pictured below and then select the correct option from the drop down menu below it.

Search for Supplemental Employment Department/Unit



To filter by Department name (or part of), enter part of the department name in the Filter Department List box, click on the magnifying glass, and then use the Select Department box drop down to find the appropriate supplemental employment department / unit

*** Supplemental employment department / unit in which work will be performed**

Use the search button to search by name for the admin/payroll processor in the supplemental employment hiring department.

[Hiring Department Admin Search](#)

*** Admin First Name**

*** Admin Last Name**

Admin Department

*** Admin NetID**

Admin Email

Admin Phone

Enter the anticipated number of hours per week the GA will work in their supplemental employment position.

GA Overload

- GA overload refers to instances where a GA’s current appointment needs to be increased beyond 20 hours per week.
- GA overloads are paid via Special Payroll. Special Payroll Requests for GA overloads are required to be teaching or research.
- Administrative or other roles need to be placed on student labor.
- If you select “GA overload for current assistantship,” a box will appear for you to enter the SPAR ID. If you have not submitted the SPAR yet, this field can be left blank.

*** Supplemental employment number of hours**

*** Supplemental employment work to be performed**

- GA overload for current assistantship Additional position on student labor

Search for the GA’s major advisor by name to populate this field.

Major Advisor

* Advisor First Name	<input type="text"/>	* Advisor Last Name	<input type="text"/>
Advisor Department	<input type="text"/>	* Advisor NetID	<input type="text"/>
Advisor Email	<input type="text"/>	Advisor Phone	<input type="text"/>

After the request is submitted, the following message will appear:



Your supplemental employment request has been sent to the major advisor for approval.



Major Advisors then receive a workflow email from noreply@uconn.edu with the subject line “Action Required – Supplemental employment approval request submitted by advisee.” The email prompts the advisor to click on a link to view the form.

Major advisors have the option to approve or deny the request. If they approve, they must also certify that the increase in employment will not compromise the student’s satisfactory progress toward their degree.

*** Major Advisor Approval**

Approve Deny

*** I confirm this supplemental employment will not compromise this student’s satisfactory progress toward their degree.**

After the major advisor certifies this statement, a blue Approve button will appear at the bottom of the form. Click to submit.



The form is then sent to The Graduate School for review.



Your approval of this supplemental employment request has been sent to The Graduate School for review.



If a request is returned for editing, the request initiator will receive an email telling them that the request was returned. The email will include any Notes/Comments that were entered on the form to guide in editing the request. Edited requests must be reapproved by the major advisor.

An approved request for supplemental employment on student labor will send an email to the request initiator, GA, major advisor, and hiring department admin/payroll processor that says:

The Graduate School has approved this supplemental employment request for Student Labor. The hiring department may proceed with adding the GA to student labor payroll.

Please follow the link below to view the approved request...

[{Link to this form}](#)

An approved request for supplemental employment as a GA overload will send an email to the request initiator, GA, major advisor, hiring department admin/payroll processor, and the HR SPAR team that says:

The Graduate School has approved this supplemental employment request for GA Overload.

Department Admin - Please submit a SPAR for this GA Overload assignment using the title, "Graduate Overload Teaching or Research". A PDF of the approved supplemental employment request and a dual employment form should be submitted with the SPAR.

Please follow the link below to edit your original request..

[{Link to this form}](#)

A button to generate a PDF will appear on the final approved form. In order for the PDF to open, your pop up blocker must be turned off.



Generate Employment Approval PDF

If, at any point, the request is denied, the request initiator, GA, and major advisor all receive email notifications.

Academic Year Supplemental Employment Approval FAQ

When is it needed?

- When a domestic GA will be employed more than 20 hours per week during either the Fall or Spring semester
- When an international GA who is currently employed at less than 20 hours per week will be employed in an additional student labor position that will bring their total hours per week to no more than 20 during the academic semester
- Requests are for a maximum of one semester. For requests that span more than one semester, a separate request should be submitted for each one.

When is it NOT needed?

- If a GA who is currently employed at less than 20 hours per week is being increased to no more than 20 hours per week (e.g., if a GA is employed at 15 hours per week (75%) and is being increased to 20 hours per week (100%)). This can be done through CORE and is not considered supplemental employment because it does not exceed the 20 hour maximum.
- During summer and winter breaks. When classes are not in session, both domestic and international students may devote their full-time efforts to employment.

What is GA overload?

- GA overload refers to instances where a GA's current appointment needs to be increased beyond 20 hours per week.
- GA overloads are paid via Special Payroll using the title "Graduate Overload Teaching or Graduate Overload Research." A dual employment form and a copy of the approved Supplemental Employment Form should be uploaded with the request in PageUp.
- Special Payroll Requests for GA overloads are required to be teaching or research. Administrative or other roles need to be placed on student labor.