

Mechanical and Aerospace Engineering Department Student Employment Form

Semester submission deadlines: Fall – July 1, Spring – Nov. 1, Summer – May 1

Student completes student information section, and emails saved pdf. For graduate assistantship positions send to chris.spall@usu.edu. Signatures will be done via DocuSign. All other employment types send to karen.zobell@usu.edu.

1. STUDENT INFORMATION (Complete this section, and update Banner mailing address and phone # if needed.)					
Full Name:					A#
Mailing Address (include city, state, zip):					
Birth Date:		Cell #:		Email Address:	
Semester:		Year:	Position:	Course number assigned or if RA, faculty employing:	
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate (paying graduate tuition) <input type="checkbox"/> MS <input type="checkbox"/> PHD			# credits registering:	Residency:

2. EMPLOYMENT INFORMATION (Faculty or Dept. completes this section)							
Hourly: Time cards due by 15 th and last day of month. Not eligible for tuition awards or graduate subsidized insurance							
Start Date:	End Date:	Hourly rate:	Index#	Job (e.g. grader MAE 5020):	Career Aggie ¹		
					Job ID:	Position Title:	
¹ All hourly positions other than grader must be advertised on Career Aggie before an EPAF can be created.							
Monthly: Full-time graduate assistants work 20 hours/week. Eligibility: Full-time enrollment (fall & spring); Cumulative USU GPA ≥ 3.0.							
Position(s) (must total 20 hours/week to be full-time)					Account/Index		
Start Date ²	End Date ²	Code ³	Hours/week	Salary/Month	Number	%	Start Date
⁴ Assignment:							
⁴ Assignment:							
² For tuition award/waiver eligibility, employment must be at least from start of semester to end. ³ Position codes: (GTA) Graduate Teaching Assistant, (GRA) Graduate Research Assistant, or (GI) Graduate Instructor. ⁴ GIs and GTAs list assignment (e.g., Grader MAE 3210, GI 5410, GTA 2165).							
GRA/GTAs Graduate Subsidized Insurance . Dept./faculty pay 80% of premium.					Index # (s)	%	Premium for employment period:

3. MAE Office Use Only (MAE Dept. personnel complete this section)		
Account/index number(s) being used for this EPAF has/have been verified to have funds budgeted for student employment, and to have sufficient funds to pay the student from the position start date to end date.		
Sally L. Yang, MAE Business Officer		Date
Department	Payroll	MAE Graduate Advisor
Course #	Transaction #	POS submitted:
Office Assignment:	Date entered:	Registered for POS credits:
Key request:	Position #	USU Cumulative GPA:

Student Signature _____ Date _____ Faculty Signature _____ Date _____
 Print Faculty Name _____