GRADUATE STUDENT GRADING & TUTORING CONTRACT
TO AVOID COMPENSATION DELAYS, PLEASE READ

Are you currently either a part-time or full-time regular employee at NYU?
If YES, stop here. You cannot under any circumstances work as teaching fellow, graduate fellow, grader, or tutor.

Are you enrolled in the current semester?
If NO, stop here. You cannot under any circumstances work as teaching fellow, graduate fellow, grader, or tutor.
September graduates are not allowed to work during the fall semester. December graduates are not allowed to work in the winter/ spring sessions. *(The only exception is that May graduates can work summer sessions.)*

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

Are you an undergraduate student?
If YES, stop here. Please use the following link for the Undergraduate Student Grading & Tutoring Contract :
http://www.stern.nyu.edu/CurrentStudents/StudentJobs/UndergraduateStudents/UGInstructionsContracts/index.htm

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 semester in which you intend to work
• Completed at least 9 credits at Stern as MBA student
• GPA of at least 3.0
• Taken the course or its equivalent

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

2. Interview with professor and/ or administrator and agree on the Grader or Tutor position.
3. Complete the Grading & Tutoring contract with the department administrator. Student and the department administrator must sign before proceeding.
4. Drop off the contract with Richard Upchurch in **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:

All graders and tutors are paid through HR payroll and all payments are subject to income tax withholding.
First payment can be expected in approximately 4-5 weeks after this contract is fully executed. Payments should 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 course or semester.
For questions, please contact Pauline Braz in HR at 212-998-0119.

Please visit http://w4.stern.nyu.edu/students/current/jobs/index.cfm?doc_id=6557
for complete information or contact Richard Upchurch at rupchurc@stern.nyu.edu

GRADUATE STUDENT GRADING & TUTORING CONTRACT

STUDENT PERSONAL INFORMATION

Name

Semester   YEAR

NYU ID N#   NYU Net ID

Position Applying For:

IMPORTANT:
* NYU employees cannot work as a grader or tutor.
* International students with H-1B visas cannot work as a G or T.
* For complete information on regulations please visit:
   www.stern.nyu.edu/CurrentStudents/StudentJobs/index.htm

Email

Student Status

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

DEPARTMENTAL INFORMATION for GRADER

Department and Department Administrator

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

OFFICIAL USE ONLY: Administrators, 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.

☐ EXCEPTION with DEAN'S OFFICE APPROVAL | Rationale:

DEPARTMENTAL INFORMATION for TUTOR

Department and Department Administrator

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 Richard Upchurch (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 applying for Grader/Tutor position   Date

_____   _____
Signature, Doctoral Office (required if PhD level applicant)   Date

_____   Current Enrollment (as posted on AIS)   _____
Signature, Department Administrator   Date

_____   Current Enrollment (as posted on AIS)   _____
Signature, Faculty Services, Richard Upchurch, KMC 7-100   Date

HR/PAYROLL   POSTED_____ DATE_____   TOTAL AMOUNT CHARGED_____

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