

DATE	FORM COMPLETED BY	 UNIVERSITY OF SOUTHERN MAINE	2007-2008 GRADUATE ASSISTANT SET-UP FORM
PHONE NUMBER	E-MAIL		

STUDENT INFORMATION

STUDENT NAME	STUDENT PEOPLESFT ID # OR DATE OF BIRTH
STUDENT DEGREE PROGRAM	STUDENT SCHOOL/COLLEGE
STUDENT MAILING ADDRESS - STREET OR PO BOX	STUDENT PHONE NUMBER
STUDENT ADDRESS- CITY STATE ZIP	STUDENT E-MAIL ADDRESS

POSITION INFORMATION

JOB DESCRIPTION	<input type="radio"/> Research Assistant <input type="radio"/> Teaching Assistant <input type="radio"/> Other (Explain)
SUPERVISOR NAME	SUPERVISOR E-MAIL
SUPERVISOR PHONE	NUMBER OF HOURS TO BE WORKED PER WEEK

GRADUATE ASSISTANT STIPEND AND TUITION WAIVER

STIPEND TOTAL AMOUNT	MONTHLY AMOUNT	TIME PERIOD FOR STIPEND:	
		<input type="radio"/> SEPT 2007-MAY 2008 <input type="radio"/> SEPT 2007-DEC 2007	<input type="radio"/> JAN 2008-MAY 2008 <input type="radio"/> OTHER: _____

STIPEND	10 DIGIT ACCOUNTING ID (FAST#) REQUIRED FOR PAYROLL	PEOPLESFT DEPT # (7 DIGITS)	PEOPLESFT ACCOUNT # (5 DIGIT)	PEOPLESFT PROGRAM CODE (5 DIGITS)	PEOPLESFT PROJECT CODE (7 DIGITS)	PEOPLE SOFT CLASS CODE (2 DIGITS)	PEOPLE SOFT FUND CODE (2 DIGITS)	% OF TOTAL STIPEND
<input type="checkbox"/> OGS Funds	6246207320	6154000	53600	None	None	None	00	
<input type="checkbox"/> Dept/College Funds			53600					
<input type="checkbox"/> Other (Contracts, Grants, etc.)			53600				20	

SPECIAL STIPEND INSTRUCTIONS:

ASSISTANTSHIP ALSO INCLUDES	10 DIGIT ACCOUNTING ID (FAST#)	PEOPLESFT DEPT # (7 DIGITS)	PEOPLESFT ACCOUNT # (5 DIGIT)	PEOPLESFT PROGRAM CODE (5 DIGITS)	PEOPLESFT PROJECT CODE (7 DIGITS)	PEOPLE SOFT CLASS CODE (2 DIGITS)	PEOPLE SOFT FUND CODE (2 DIGITS)	% OF TOTAL WAIVER
<input type="checkbox"/> TUITION CREDITS. PAY WAIVER FROM:								
<input type="checkbox"/> OGS Funds	6000454167	6154000	41002	68519	None		00	
<input type="checkbox"/> Dept/College Funds								
<input type="checkbox"/> Other (Contracts, Grants, etc.)							20	

SPECIAL WAIVER INSTRUCTIONS:

APPROVALS

SIGNATURE OF DEAN, PROGRAM CHAIR, OR AUTHORIZED DEIGNEE	DATE
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