

**New or Continuing Research Assistantship Form**

Requestor (P.I./Faculty): \_\_\_\_\_ ID #: \_\_\_\_\_

Graduate Student: \_\_\_\_\_ ID #: \_\_\_\_\_

1. Does the student have another UNM position? Y/N \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**\*\*Students are not allowed to work over .50 FTE without permission, and students are not allowed to work over .75 FTE.**

2. Hourly pay rate: Pre-Masters: \$22.10 Post-Masters: \$23.89

(Rates are equal to the department's minimum GA salary.)

(a) If the hourly rate is more than listed above please indicate the amount here: \$ \_\_\_\_\_

(b) FTE: \_\_\_\_\_ (cannot be less than 25% FTE)

(c) Charge salary and tuition (if included) to index number: \_\_\_\_\_

(d) Note: Fringe rate is calculated on the total salary, 1% for Fall and Spring, 8% for Summer.

3. Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

Please start contracts on a Monday and end contracts on a Friday

4. Duties assigned to student: \_\_\_\_\_

5. Student Health Insurance Rates (Mandatory expense) 2019-2020 rate (likely to increase):

Academic Year: \$2,711.64, Fall: \$1,129.85, Spring/Summer: \$1,581.79, Summer only: \$677.91

6. Tuition Y/N? \_\_\_\_\_

If yes, indicate # of tuition hours: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

Per credit hour: \$456.72

6 credit hours: \$2,661.96

15 credit hours: \$6,654.90

Dissertation rate: \$1,181.00 Will student be registered for Dissertation hours? \_\_\_\_\_

7. GPSA and IT Fee: (\$75.00 per term) Y/N? \_\_\_\_\_

\_\_\_\_\_  
PI/Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Signature

\_\_\_\_\_  
Date