



Graduate Student Overload Assignment Request

Payroll Information

Student Name		Dept. Requesting Overload	
UID		Contact Person	
Visa Type		Fax Number	
Current Employing Dept.		Title for Overload Assignment <i>(required)</i>	
Current Title on Payroll		Rate of Pay for New Assignment <i>(required)</i>	Teaching: \$ _____ per semester Non-Teaching \$ _____ per hour
Source of Funds (current)		Source of Funds (New)	

Overload Assignment Dates <i>(required)</i>		To	
Description of the Overload Assignment & Dept.'s/Unit's requirements for this appointment:			

Academic Information

Degree Sought		Student Status	F/T	P/T
Year Started in Program		Year Degree Expected		
Enrolled during overload period?	Yes	Number of Credit Hours Enrolled For		
	No			

Student Signature / Date _____

I Certify that this student is in good academic standing and that this overload assignment will not materially impede the student's progress towards the degree.	
Advisor Name & Phone #	_____
Advisor Signature & Date	_____
Graduate Director Name & Phone #	_____
Graduate Director Signature & Date	_____
Requestor Name and Phone #:	_____

Graduate School Representative

Signature & Date

Overload Payments for Graduate Students

Fellowships:

Fellows are permitted to work up to 10 hours per week in addition to their fellowship award. These 10 hours can be in the form of a half assistantship or on an hourly basis. If a circumstance arises that a fellow must work over the 10 hours per week an overload form is necessary. This includes the winter term. Check rules below for more details for each type of appointment.

9 ½ month appointments:

Any student employed as a full-time GA, GTA or GRA (20 hours per week) must have an overload approval for any employment above the assistantship assignment, while classes are in session for the Fall and Spring semesters. During the Winter term, an overload request must be submitted only if the student is enrolled in, or teaching (as a lecturer/TA), a Winter-term class in addition to his/her assistantship assignment. Remember, the work dates for a 9 ½ month appointment are August 17th to May 31st. The payroll dates are pay period 04 to pay period 25 so any changes to this appointment (work wise) cannot be made effective until June 1st. Please check with your payroll person for the dates to submit corrections so that the final payment for the 9-½ month appointment will still be processed. The students must be paid the entire stipend amount for the 9-½ month period.

12 month appointments:

Any student employed as a full-time GA, GTA or GRA (20 hours per week) must have an overload approval for any employment above the assistantship assignment for the duration of the appointment, except when classes are not in session. During the Winter and Summer terms, an overload request must be submitted only if the student is enrolled in, or teaching (as a lecturer/TA), a class in addition to his/her assistantship assignment.

Duration:

These requests should be for temporary, short-term arrangements only. The request should be limited to one semester per request. This request should be received and approved prior to the beginning of the appointment. A new overload request is required for each semester of overload assignment.

Funding Sources:

Graduate Assistants may not be employed in more than one position that would be eligible for benefits; their percentage on payroll may not exceed 50%. Additional hours must be paid with Labor & Assistant funds (subcode 2075). This requirement is necessary to keep fringe benefits in check.

Same Department Requests:

No individual Graduate Student may be employed in two capacities in the same department without an overload approval. If unusual circumstances arise and the Department requires the additional services of the student and they complete this form, the Associate Dean of the Graduate School or a designee thereof will review the request and make a decision.

International Students:

Federal Law prohibits international students from working more than 20 hours per week while classes are in session. These students may work extra hours during the breaks when classes are not in session and the overload form is not required. Please make a note in the remarks section of the payroll entry or cert. card that hours worked will be during winter break, spring break or summer.

Summer Appointments:

If a student is to work during the summer and is currently on a 9-½ month appointment, **DO NOT** change the student to a 12-month appointment for the 'summer only' period. Please use the procedure of putting them on the payroll for the four or five equal pays for summer appointments. The work dates would be June 1, to August 16th. You could also put them on as an hourly student and they could begin work as soon as classes are over. If you elect to use the equal pays for summer and the student is also working in summer programs or another department an overload form is required for the position held in summer programs or the other department.

Unusual Circumstances:

Should you have a case that does not fit any of the above situations please contact the Graduate School for possible solutions to your individual problem or circumstance, please email gradschool@umd.edu.

FYI:

All Students will be **FICA exempt** as long as they are enrolled in classes at least ½ time for the Fall, Spring, and both summer sessions. The form may be faxed to 301-314-9305 for Graduate School approval after all signatures are received.