

## **Paying Graduate Students via the Time Collection System**

### **Hourly Employees**

Academic departments can assign a task for all graduate students in grade AA – I and K. “K” is a new grade level that has been created to allow departments to hire graduate students at a rate between \$10.50 and \$50.00 per hour. Employment of graduate students at a rate above \$50.00 per hour must be coordinated and approved by the Graduate School (Dean Mawhinney’s Office). Requests for such consideration should be sent to Judy Farquer at [jfarquer@princeton.edu](mailto:jfarquer@princeton.edu) or to Kathy Slomian at [kwalker@princeton.edu](mailto:kwalker@princeton.edu) .

### **Lump Sum Payments**

Lump sum payments to graduate students must be coordinated with the Graduate School. A Lump Sum Payment Form is available on the Graduate School’s website at <http://gso.princeton.edu/>. Go to the intranet, navigate to Payroll, then to the lump sum form link (if you cannot log into the intranet, please contact Dean Mawhinney’s office to have your security ID established). This will bring you to the on-line form which you will complete and submit. You will receive an automatic email confirming the information you have submitted. A lump sum task will then be entered into the Time Collection System by a Graduate School staff member. You will be contacted if there are any questions, otherwise, you may assume that the payment has been approved. Please submit no later than noon of the last Friday each bi-weekly payroll pay period.

If you have additional questions about these processes, please contact Dean Mawhinney’s Office (Judy Farquer, Kit Chandler, or Kathy Slomian) or contact the CIT Help Desk at 8-HELP.

### **I-9 Requirement for AI and/or AR Payment**

Appointments as Assistantships in Instruction and Assistantships in Research are considered pay-for-work (as opposed to fellowship, which is considered a grant which requires no work obligation). All persons who work, regardless of country of citizenship, must complete an I-9 Form which can be obtained from either the Payroll Office or the Dean of Student Affairs Office at the Graduate School. The form must be completed and entered into PeopleSoft by the Student Affairs Office prior to the start of the AI and/or AR appointment. Failure to complete the form means that the student is not eligible to work and therefore cannot be paid. The Payroll Office will not issue a payroll check for students who have not completed an I-9 form. Retroactive dating is not permitted. This is a legal requirement which must be carefully observed.