



GRADUATE STUDENT HOURLY EMPLOYMENT DATA FORM (E-1GH)

(A student is not authorized to begin working until the E-1GH form has been completed, approved, and processed.)

Approver: _____	UIN _____	Position # _____
Contact Person: _____	Ext. _____	

Check Distribution Org _____

I. DEPARTMENT: _____
Organization/Department Name

BANNER Position #: _____ Budget Code: _____
(prefix)

Graduate Student Hourly Position _____

Prefix = GS Subaccount = 4044

Hire dates for graduate student hourly employees are the 10th of the month and the 25th of the month. Please use the deadlines for submission for graduate assistants when submitting hiring documents.

Graduate students may work up to 20 hours per week as a graduate student hourly. Students may only be employed in one position type at a time. Questions can be directed to graduateschool@odu.edu.

Graduate student hourly employees are required to enter hours worked in web time entry to be paid.

II. STUDENT DATA: NEW STUDENT HIRE ONLY - I-9 START DATE _____

UIN#: _____

NAME: _____
Last First Middle Initial

Birth Date: ____/____/____

Gender: Male Female Marital Status: Single Married

Ethnic Background: (select one)
 White (WH) Black (BL) Hispanic (HS)
 Asian/Pacific Islander (AP) American Indian/Alaskan Native (AI)
 Other (OT)

Residency Status: Citizen (C) Permanent Resident (P) Non-Immigrant (N)

Local Phone: _____

Local Address: Street _____
City _____ State _____ Zip _____

Domicile _____ Program _____ Semester _____ Total Graduate Credit Hours _____

III. FINANCIAL SUPPORT DATA:

PAY:: Pay Start Date _____
Hours Per Week _____
Hourly Rate \$ _____

Graduate Student Hourly Employees subject to Web Time Entry.

IV. BUDGET AUTHORIZATION My signature certifies sufficient funds are available to cover all charges incurred by employing this student. It also certifies my department will ensure all required student hiring documents are completed prior to the student's first day of work and the student is enrolled for the required number of credit hours at Old Dominion University.

Name _____
Dept/Budget Unit Head (Print)

(signature) Date _____

Name _____
Associate Dean/Designee (Print)

(signature) Date _____

Name _____
Graduate Program Director (Print)

(signature) Date _____

**** E1-S Processing Use Only – do not write below this line ****

<u>Employed in Other Department</u>	
Position #: _____	Budget Code: _____
Enrollment: _____	<input type="checkbox"/> Child Support Disclosure
I-9: _____	<input type="checkbox"/> Drug & Alcohol
I-9 Exp: _____	<input type="checkbox"/> W-4 Form
Banner Keyed By: _____	<input type="checkbox"/> VA-4 Form
Date: _____	<input type="checkbox"/> Selective Service Compliance
ROUTING:	<input type="checkbox"/> Elected Official Disclosure Form
Copy - for Department Records	<input type="checkbox"/> Policy 1.05/.75 Certificate of Receipt
Original - E-1S Processing after Assoc	<input type="checkbox"/> Copy of SS Card
Dean Approval	<input type="checkbox"/> Direct Deposit
	<input type="checkbox"/> Dual Employment (Conflict of Interest)

GENERAL INFORMATION – The E-1GH is divided into four (4) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E-1GH being returned to your department. Until we receive the corrected paperwork, the student will not be authorized to work, and no payroll record can be created. This form is used to hire new graduate student hourly employees only.

SECTION I - Department/Position Information

This section must be correctly completed in its entirety for each transaction.

SECTION II - Student Data

The ID information must be completed for each transaction. The Residence Status is completed when the graduate student hourly is hired.

SECTION III - Financial Support Data

This section is completed at the time of the original appointment only. Original appointment is the first time a graduate student hourly is hired.

SECTION IV- Budget Authorization

This section is completed for ALL transactions. By signing the document, the budget unit director certifies that the following requirements are met:

- ✓ Funds available/satisfied
- ✓ I-9 completed
- ✓ Copy of SS Card
- ✓ Child Support/Alcohol Drug form completed
- ✓ Policy 1.75 – Use of Electronic Communications and Social Media
- ✓ **(Certificate of Receipt)**
- ✓ Selective Service Compliance form completed
- ✓ Elected Official Disclosure Form
- ✓ Student is registered for required number of credit hours at ODU
- ✓ Direct Deposit Form
- ✓ Dual Employment Reporting Form
- ✓ W-4 Form
- ✓ VA-4 Form

QUICK REFERENCE E-1GH – GRADUATE STUDENT HOURLY ORIGINAL APPOINTMENT ONLY	
Transaction Type	Sections of E-1GH to Complete
Original Appointment	Sections I, II, III, IV
Any changes to GRADUATE student hourly employee pay is handled via the EPAF process.	

Old Dominion University Graduate Student hourly wage scale Effective January 1, 2023			
For assistance in determining an appropriate category, contact E-1S Processing. The examples shown are not a complete list for each group.			
	Group I	Group II	Group III
Starting Skill Level	Minimal Skills	Moderate Skills	Advanced Skills
Typical educational level might be:	First year students	2nd-3rd year students, Students with 12-15 credits in the field of employment or some work experience.	Seniors and graduate students, students with prior work experience, students with certification or specialized training.
Minimum start pay	\$12.00/hour	\$13.70/hour	\$16.29/hour
Pay Range	\$12.00 - \$13.69/hr	\$13.70 - \$16.28/hr	\$16.29 - \$26.29/hr
Typical jobs	Grounds work, filing, photocopying, answering phones, assisting with mail, athletic room monitor, mailroom assistant, food services, cashier, ticket taker, usher, student escort, receptionist, computer lab worker.	Secretary, data entry, computer technician, assistant, recreation leader, life guard, aerobics instructor, teacher's aide, database or spreadsheet manager, computer lab worker, peer advisor, lab mechanic assistant, information desk worker, test grader, audiovisual tech, research assistant, production assistant, water safety	Graphic artist, photographer, LAN administrator trainee, experienced tutor, audio visual specialist, public relations assistant, training specialist, LPN, dental technician, programmer telecommunications specialist, athletic professional, senior research specialist, computer engineer, translator, interpreter.
Managers have the discretion to determine the starting pay rate, and to increase the rate of pay for students who remain employed in the unit on an on-going basis to acknowledge the increased skill, reliability and contribution to the work unit.			