

# Approval for Employment in Addition to an Assistantship

Revised 1/1/2024

Graduate students who receive a stipend from Virginia state funds via an assistantship are occasionally permitted to accept JMU employment in addition to the assistantship. Permission for such employment must come from The Graduate School, in response to approval by the student's program director or advisor. The student and director or advisor should carefully consider the effect of additional employment on the student's academic performance. Students cannot be paid for work until it is approved. Under the Affordable Care Act, non-fulltime employees may work no more than 29 hours per week. Most Graduate Assistantships are considered to require 20 hours of work per week. **Additional employment should be approved prior to work completion and the number of hours worked in any given week should total 29 hours or less.** Payroll will not process a par to pay a student holding an assistantship until permission is granted by The Graduate School. **For international students with F-1 visa status, approval from ISSS is required prior to submission of the ePAR.**

Date of request: \_\_\_\_\_

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Graduate Program Director Name: \_\_\_\_\_ Email: \_\_\_\_\_

Assistantship hiring department: \_\_\_\_\_

Average number of hours worked weekly in the assistantship: \_\_\_\_\_  
(A typical assistantship is counted as 20 hours per week.)

Department in which the additional employment is requested: \_\_\_\_\_

Employment will be ongoing weekly; Number of hours on average to be worked weekly in additional employment: \_\_\_\_\_; Dates on which employment take place \_\_\_\_\_.

Employment will be one time or occasionally; Number of hours to be worked in total for additional employment: \_\_\_\_\_; Dates on which employment will take place \_\_\_\_\_.

**All signatures are required for approval. This form must be completed and signed prior to submission of the ePAR.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
*"I understand the limit on hours of employment in addition to my assistantship as required by JMU in light of the ACA."*

International Student & Scholar Services Director \_\_\_\_\_ Date \_\_\_\_\_  
*Required for international students with F-1 visa status*

Graduate Program Director /Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
*"I approve this student's request to work another job in addition to his/her assistantship."*

Assistantship Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
*"I approve this student's request to work another job in addition to his/her assistantship."*

Graduate School Approval: \_\_\_\_\_ Date \_\_\_\_\_

Please submit this form with all required signatures to The Graduate School, MSC 6702.