

FY17 Student Stipend Salaries (Form 7) Reminders

Position Title:

- Teaching Assistant – MUST be semester or academic year
- Research Assistant – MUST be paid from research account

Employment period:

- Semester or academic year is easiest--put in total amount and it calculates rest.
Note: Teaching Assistants MUST be semester assignments or get Provost approval before sending form to Graduate School or Budget Office.
- Student stipend salaries are paid on a 1-15 and 16-end of month basis. This is important when calculating monthly rates with partial pay periods.
 - Hint: If possible start monthly assignments on 1st or 16th of month

Employment Percentages:

- Important for UM minimum pay requirements and total hours students may work:
 - .25 = 10 hours a week
 - .50 = 20 hours a week
 - .75 or more = special circumstances that require case by case approval
- .25 = 3 hour course for instructors

Cost Distribution:

- Cost Ctr-- If funding is not in student stipend line in the annual budget, acknowledge and identify source:
 - eg. Form 22 (include form #) in process to move funds or
 - Form 22 will be completed to transfer funds after beginning of fiscal year
 - Hint: Most annual budgets do not have permanent research account funding.
ALL Research Assistant positions require a Form 22 to move funds to the research account.

PLEASE email the Form 22 number to jmcosta@olemiss.edu after completed.