

## Department of City and Regional Planning- Student Employee Appointment Request

Student Information				
First Name	Last Name			
PID	Email			
Have you already completed an I-9 form?	Yes	No	Not sure	
Do you already have direct deposit set up?	Yes	No	Not sure	
Supervisor/ Hiring Department Information				
First Name	Last Name			
PID	Email			
Unit/ Department Name	Unit/Dept number			
Position Information				
Type of position	TA	RA	Start Date	End Date
Brief description of the position				
Pay and Benefits Information				
Stipend amount	\$	<a href="#"><u>\$5,700 min for Master's Students @ 100%</u></a> <a href="#"><u>\$7,850 min for PhD Students @ 100%</u></a>		
Will you be covering <b>GSHIP</b> for the student?	Yes	No		
If yes, the student <a href="#"><u>must complete this form and return to DCRP</u></a>				
If yes, which period?	Full Year (Aug1-Jul 31)	Fall only (Aug1-Dec31)	Spring only (Jan1-Jul31)	
Will you be covering <b>tuition</b> for the student?	Yes	No		
If yes, at what level?	100%	50%	Another percentage- please specify	
Will you be covering <b>fees</b> for the student?	Yes	No		
If yes, at what level?	100%	Other amount, please specify		
Funding Information				
Stipend and benefits should be charged to:				
Fund	Source	Department	Acct	Program
Approvals				
Student Signature			Date	
Hiring Faculty/Designee Signature			Date	

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- All student employees at UNC must complete an I-9 before they begin working. If you have not, or are not sure, please contact Sandra Lazo de la Vega as soon as possible. Not having an I-9 processed in time will delay your pay.
- All student employees at UNC must have direct deposit set up. If you have not or are not sure, please contact Sandra Lazo de la Vega as soon as possible. Not having direct deposit set up in time will delay your pay.
- If your funding/position includes GSHIP, please note that the [GSHIP policy and coverage periods](#) are as follows:
  - **Full year coverage (DEFAULT OPTION)**
    - By default, all students will be enrolled in GSHIP Aug 1 - July 31 if you are hiring the student in the fall.
  - **Fall coverage only**
    - GSHIP can be terminated **by request** on December 31 (if the funding covers **only the fall semester**), but you **must contact DCRP staff to request that the student be terminated** between November 25 and December 1.
  - **Spring coverage only**
    - If you are hiring for the spring only, the student will be enrolled in GSHIP from Jan 1 – Jul 31, unless the student graduates.
    - If the student is graduating, coverage ends May 31.

If you want the student to get paid by the end of...	Submit this form to DCRP by
August	August 10
September	September 10
October	October 10
November	November 10
December	December 10
January	January 10
February	February 10
March	March 10
April	April 10
May	May 10
June	June 10
July	July 10

Please return this completed form to Sandra Lazo de la Vega- Thank you!

[sandral@unc.edu](mailto:sandral@unc.edu)

CB # 3140

919-962-4768

New East 109