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:
  0.25 = 10 hours a week
  0.50 = 20 hours a week
  0.75 or more = special circumstances that require case by case approval
- 0.25 = 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.