Student Stipend Salaries (Form 7) Reminders

Position Title:
- Teaching Assistant – MUST be semester or academic year
- Research Assistant – MUST be paid from research account
- Graduate Instructor – MUST be Instructor of Record and report grades

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:
- UM minimum pay requirements and total hours students may work:
  .25 = 10 hours a week
  .25 = 3 credit course for instructors
  .50 = 20 hours a week
- Maximum employment permissible:
  .625 (25 hours) US Citizens or Permanent Resident students
  .50 (20 hours) International Student Employees on F-1 or J-1 Student Visa

HR policy: HRO.EM.300.070

Cost Distribution:
- If funding is not in student stipend line in the annual budget, you need to identify the source for funding.
  - If a Form 22 has been prepared to move funds, include eform number.
  - Or include a note that a Form 22 will be completed to transfer funds after the beginning of the new fiscal year and email eform number to VCAF@olemiss.edu after the Form 22 is completed.

  Hint: Almost all Research Assistant positions require a Form 22 to move funds to the research student stipend salary line since they are rarely included in the annual budget.

If you are preparing multiple identical Form 7s and would like the first one reviewed prior to completing them all, send us an email to VCAF@olemiss.edu or call Ext. 7200 and we will help.