

**Shipping Address:**  
 NDSU Dept of Mechanical Engineering  
 Dolve Hall 111  
 1319 Centennial Blvd  
 Fargo, ND 58102

**Billing Address:**  
 North Dakota State University  
 Department of Mechanical Engineering  
 NDSU Dept. 2490, PO Box 6050  
 Fargo, ND 58108-6050

**Tel:** 701.231.8671

**For Hourly Hires**, APPROX. 7-10 DAYS BEFORE ANTICIPATED START DATE, please provide:

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Email: \_\_\_\_\_

Rate/Hr: \_\_\_\_\_ (If rate exceeds \$25/hr, will need to provide justification.)

Funding: \_\_\_\_\_ (Will be used to pay for background check.)

Anticipated # of Hours/Week: \_\_\_\_\_ (Cannot exceed 20 among all jobs on campus.)

Supervisor: \_\_\_\_\_

Student clocks in and out online, and submits the system generated timesheet to you. You submit to BC with approval and funding. No paper timesheets.  
 Pay periods run from the 1<sup>st</sup> – 15<sup>th</sup> and the 16<sup>th</sup> – 30<sup>th</sup>/31<sup>st</sup> of each month.

**For Graduate Assistantships**, APPROX. 1 MONTH BEFORE ANTICIPATED START/CHANGE, please provide:

Name: \_\_\_\_\_

ID# : \_\_\_\_\_

Email: \_\_\_\_\_

Contract Type: \_\_\_\_\_ (New/Renewal/Transfer)

Student's Academic Program: \_\_\_\_\_ (ME/Biomed/MNT, Etc.)

Student's Degree: \_\_\_\_\_ (Accelerated/MS/PHD)

Assistantship Type: \_\_\_\_\_ (Teaching/Research)

Stipend/Month: \_\_\_\_\_

Hours/Week: \_\_\_\_\_ (10hr or 20 hr)

Start Date: \_\_\_\_\_ (Start on 1 or 16 of month) (Summer starts 5/16)

End Date: \_\_\_\_\_ (End 15 or 31 of month) (Academic end 5/15)

Funding: \_\_\_\_\_ (Will be used to pay for background check and stipend)

Tuition Remission Funding: \_\_\_\_\_ (Will be used to pay for tuition "waiver")

Supervisor: \_\_\_\_\_

Specific Responsibilities: \_\_\_\_\_

A Contract Addendum is needed for any changes in dates, hours, compensation or duties.  
 Academic year is 8/16-5/15. Summer is 5/16-8/15.