

GRADUATE ASSISTANT EXTRA COMPENSATION REQUEST FORM

NAME: LAST _____ FIRST _____
ID NUMBER _____
DEGREE PROGRAM _____
ORIGINAL HIRING DEPARTMENT _____
CURRENT SALARY _____ ACADEMIC FISCAL (choose one)
ORIGINAL HIRING SUPERVISOR _____
GRADUATE COORDINATOR _____

SEMESTER _____
YEAR _____

THE EXTRA COMPENSATION WILL BE EARNED IN: (CHOOSE ONE)

THE DEPARTMENT WHERE THE STUDENT IS CURRENTLY A GA _____

IN A DEPARTMENT OTHER THAN WHERE THE STUDENT IS CURRENTLY EMPLOYED _____

PROPOSED DEPARTMENT _____

PROPOSED SUPERVISOR _____

*EXTRA COMPENSATION AMOUNT _____

DATES ADDITIONAL DUTIES WERE PERFORMED _____

PLEASE BRIEFLY DESCRIBE WORK THAT WAS PERFORMED:

DAILY RATE OF PAY _____

HAS THE GA EARNED EXTRA COMPENSATION THIS FISCAL/ACADEMIC YEAR? YES ___ NO ___

NOTE: *ALL GRADUATE ASSISTANT EXTRA COMPENSATION MUST BE PM-3 COMPLIANT.

**Total compensation from all LSU sources between July 1 and June 30, inclusive, shall not be allowed to exceed regular fiscal year compensation x 1.30. Total compensation from all LSU sources during the period from any July 1 to the following June 30 shall not be allowed to exceed: (academic year salary + 2/9 academic year salary) x 1.30.*

To be signed by:

Initiating Officer Date

Graduate Assistant Date

Major Professor/ Graduate Coordinator Date

Supervisor Date

Graduate School Use Only

CURRENT GA _____
CURRENT GPA _____
CURRENT CREDIT HOURS _____
COMPLETED CREDIT HOURS _____
TYPE OF ASSISTANTSHIP _____
PROBATION _____
CONDITIONAL _____
INTERNATIONAL STUDENT _____



Dean of the Graduate School _____
APPROVED DENIED



Louisiana State University System

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January 6, 2000

SUBJECT: Revision of PM-3

This memorandum supersedes PM-3 dated February 21, 1990.

Compensation Limitations. Academic and Non-Classified Employees

Fiscal Year Appointees

Total compensation from all LSU sources between July 1 and June 30, inclusive, shall not be allowed to exceed regular fiscal year compensation x 1.30. This limitation does not apply to that portion of salary payments to employees of the Health Sciences Center derived from approved income plans.

Academic Year Appointees

Total compensation* from all LSU sources during the period from any July 1 to the following June 30 shall not be allowed to exceed: (academic year salary + 2/9 academic year salary) x 1.30.

The compensation limit in no way minimizes the need to justify any compensation on a case-by-case basis. The need for allowing additional compensation in accordance with the above calculations will always be evaluated in view of the advantages to Louisiana State University.

The above does not modify, limit, or directly impinge upon the provisions of PM-I 1.

* This includes, but is not limited to, all income from base salary, summer appointments, additional compensation, extramural teaching, grading of correspondence courses, coordination of LSU associated events, etc. It includes all income covered on any check issued by Louisiana State University for any compensation purposes. Exception: royalty income and salary supplements paid from foundation funds for which the university is not obligated beyond the period specified and that are not made in consideration or services rendered are not included for the purpose of determining compensation limits.

William L. Jenkins
President

