

**Graduate Student Position Guidelines  
(2010 – 2011 Academic Year and Summer 11)**

The following information should be used as a guideline to assist you in understanding terms and conditions of your acceptance of an appointment.

**PAYROLL**

Check will be issued on the 15<sup>th</sup> and last day of each month UNLESS that day falls on a weekend or bank holiday. In that case, payday is the PRIOR business day.

There are 18 pay periods during the academic year.

The first check will be paid on August 31, 2010

The last check will be paid on May 15, 2011

There are 6 pay periods during the summer.

The first check will be paid on May 31, 2011

The last check will be paid on August 15, 2011

Students should enroll in the direct deposit program

<http://www.payroll.cornell.edu/directdeposit.cfm?CFID=252689&CFTOKEN=54637329>

**TAX INFORMATION**

All stipends are subject to state and federal taxation. Any questions regarding tax issues should be directed to the University Payroll Office at 255-9470. General tax information is also available at

[http://www.payments.cornell.edu/Tax\\_Compliance.cfm](http://www.payments.cornell.edu/Tax_Compliance.cfm)

**TIME OFF**

Graduate student employees do not accrue vacation and sick leave. Time away from work during the employment period that is outlined in your offer letter, must be requested and approved by your supervisor. Please be aware that any time off other than the approved holidays listed below must be made up during your period of employment as arranged with your supervisor.

Graduate Students are entitled to holidays as follows:

**GRA's, RA's and GSA's (research positions)** do not follow the student academic calendar but rather the University calendar, holidays are as follows:

- Labor Day
- Thanksgiving Holiday
- Winter Holiday (Approximately 12/23 to 1/2)
- Memorial Day
- Independence Day

**TA's and GSA's (Instructional Positions)** follow the academic calendar schedule, holidays are as follows:

- Thanksgiving Holiday
- Winter Holiday (Approximately 12/23 to 1/2)
- Memorial Day
- Independence Day

**Summer Appointments:** Full-time GRA or RA appointments are for a 10-week period during the summer. Any time off during your appointment period must be arranged through your supervisor. You may also arrange to work for pay for the additional 3-week summer period.

**REQUIRED PAPERWORK**

All graduate students must complete the following paperwork prior to the start of the appointment

- Patent Agreement Form
- I-9 Form (Employment Eligibility Form)
- W-4 Form (Tax Withholding Form)