

Teaching Fellowship Public Health 2016-2017 Appointment Form

Name:			
<i>Last</i>		<i>First</i>	
Student ID Number:		Dept:	Phone #:
Birthdat		Email	
Status (Check One):	MPH <input type="checkbox"/>	PhD <input type="checkbox"/>	Student <input type="checkbox"/> MS Student <input type="checkbox"/>
	MD/PhD <input type="checkbox"/>	Joint MPH Student <input type="checkbox"/>	
	Other <input type="checkbox"/>	Specify:	
Other Yale (if none, leave blank)	Casual <input type="checkbox"/>	Specify department:	
	Training Grant <input type="checkbox"/>	Specify name of Grant:	
Have you ever been paid by Yale? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If so, please specify where		and when	
Direct Deposit of checks in encouraged. (if you do not have direct deposit set up but would like to, please complete a direct deposit form and return to Melanie Elliot or complete form on-line) Please allow at least 2 pay periods for your check to be direct deposited. If you <u>do not</u> plan to use direct deposit, please check here <input type="checkbox"/> You are responsible for picking up your check each pay period. Checks are not mailed to students.			

TEACHING FELLOWSHIP ASSIGNMENT

COURSE #	COURSE NAME	CRN	FACULTY

Specific Duties:

LEVEL OF TEACHING FELLOWSHIP ASSIGNMENT

Level	Indicate whether this will be a paid fellowship or used towards PhD teaching requirement	Hours per week	Teaching Rate
<input type="checkbox"/> Level 10	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid (Requirement for PhD)	6-10 hours/week	\$4,000/semester
<input type="checkbox"/> Level 20	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid (Requirement for PhD)	11-20 hours/week	\$8,000/semester

APPROVALS

x _____	x _____
Student's Advisor	Faculty Instructor
Current with all academic requirements: Yes <input type="checkbox"/> No <input type="checkbox"/>	Instructor of course student is hired to serve as a Teaching Fellow

Please drop off this completed form to (and other documents listed below)

Melanie Elliot (47 College St., Suite 108).

Payroll processing cannot take place until this form is completed & returned.

You must also complete the following forms: (1) CT State Tax Form; (2) Federal Tax Form; (3) Direct Deposit Form (4) I-9 Eligibility to Work in U.S. Form; These forms are necessary only if you have not previously worked at Yale University. Please go to www.yale.edu/portal and log onto the "MY PAY AND INFO" link to complete forms 1,2,3. The I-9 Eligibility form must be completed in person with appropriate Identification (passport or birth certificate & photo ID)