



FLSA Status Worksheet for Graduate Assistants

Name of Graduate Assistant: _____

Department: _____

Supervisor: _____

Dates of contract: _____

1. What is the graduate assistant's primary role(s)?

(Check all that apply)

☐ Teaching

1. Percentage of time _____

2. Brief description of duties: _____

☐ Research

1. Percentage of time _____

2. Brief description of duties: _____

☐ Other

1. Percentage of time _____

2. Brief description of duties: _____

Graduate Assistant Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Please submit this completed form to Graduate Studies. The Human Resources Department will evaluate FLSA status based on the provided information and applicable regulations.

HR USE ONLY:

Date Received: _____

Exempt

Non-Exempt

Subgroup: _____

Signature: _____