Business Office Information for Mechanical Engineering Graduate Staff
Mechanical Engineering Employment Procedures
Spring 2016

ME Business Office: Room 2051 of the Mechanical Engineering Building

Payroll Contact: Jennifer Scruggs, jlscrugg@purdue.edu or 496-9319

Payroll Arrangements for TA, RA or Fellowship appointments:

If you have an RA or TA appointment, or if your fellowship is being administered as an assistantship, please make sure that you complete Section 1 of the U.S. Citizenship and Immigration Services Form I-9 as stated in your offer letter prior to going to the business office. To access the form, please visit www.purdue.edu/Payroll and click on the link titled “Electronic I-9 for new hires/rehires”.

Proper ID – bring ID to the Payroll Orientation (original documents – no copies). Examples of proper ID are attached. All non-U.S. residents must apply for a social security number if you do not have one. All forms must be completed within three days of your start date in order to receive your first paycheck without delay.

Direct Deposit - Purdue requires that you sign up for direct deposit of salary. If you do not have a bank account set up prior to going to the GPO session, you will need to get an account established and bring your direct deposit information to the business office as soon as possible. Your position will not be established in the system without the banking information.

If at any time your support changes please notify Jennifer Scruggs immediately of the change to avoid being paid incorrectly or not at all.

Graduate Staff Insurance:
If you hold a half-time TA or RA appointment, or a Fellowship that is being administered as an assistantship, you are eligible for the Graduate Staff Insurance program.

Insurance information will be provided at the GPO sessions, and will include enrollment instructions.

Deductions from your pay for the insurance will be approximately $36 per month. Purdue contributes the balance. If your appointment drops below half time, you will automatically be dropped from the insurance program.
The premium for dependents will also be payroll deducted, with the full premium for dependent coverage being the student’s responsibility. More information about Graduate Staff Insurance can be found at https://www.purdue.edu/push

**Those who hold fellowships are not eligible for the Graduate Staff Insurance program**

The fellowship stipend is $1,462 per year to allow for the purchase of health insurance. PUSH requires that the insurance be paid a semester at a time, so your insurance supplement will be added to your August and December stipends. The supplements will be $609 and $853 respectively.

Enrollment information for the Fellowship Insurance is on the PUSH website.

**Vacation Time:**

Grads in ME are appointed on the FY (12-month) cycle and have a total of 22 days of vacation time available each year. You must be employed for three months before you are allowed to take any vacation days. Vacation days are accumulated by the month and you cannot use them before they are earned. Each month you work, you earn two days of vacation, except March and September, you only earn one day for each of those, making the total of 22 days. The vacation can only be taken with the approval of the P.I. you are working for. Accumulated vacation days will be forfeited if you leave the University for any Reason or if there is a break in employment.

To use vacation days, a Form 33 ABSENCE (see form attached) must be completed, signed by yourself and the P.I., and submitted to the M.E. Business Office. Additional forms are available at http://www.purdue.edu/hr/Forms/ or may be obtained in the Business Office. *Since the TA appointments in ME are on the FY schedule, you will automatically be put in vacation status during the school breaks where no classes are in session.*