

Employment Waiver Guidelines

To qualify for an Employment Waiver an individual must be:

1. ***A professor employed by UNT or UNT Health Science Center at least one half time.***

OR

2. **A TA, TF, RA, etc. who is employed by UNT or UNT Health Science Center at least half time.**

TF- Teaching Fellow

TA- Teaching Assistant

RA- Research Assistant- employed 20 hours per week.

Guidelines:

1. Determination for establishing eligibility of a student:
 - a. Student must be employed at least one half time as defined above.
 - b. The employment must be related to the student's degree program (a student in non-degree status is ineligible for this waiver).
 - c. Hourly employees must average 20 hours per week worked.
 - d. Employee must work directly with students in an academic environment at least 50% of their time (this does not apply to Research Assistants).
 - e. Individual must be employed as of the 12th class day in a long semester and as of the 4th class day in a summer semester.
 - f. Employee must be paid according to the following budget item codes:
 - 0800, 0801, 0802, 0803, 0805 - TF,
 - 0810, 0811, 0812, 0813, 0815 - TA,
 - 1351, 1352, 1361, 0821, 0822, 0823, 0841, 0842, 0843 - RA,
 - 1193- TF/TA,
 - 1791- Graduate Practicum.

If the employee is paid according to a BI Code not listed; the academic unit administrator must attest that the individual meets all of the above criteria.

2. The department name must be included with the account number.
3. A typed name and extension should be provided under the required signature of the academic unit administrator.
4. A contact person, responsible for completing the forms, name and extension should be provided.

5. The employee's Job Title and BI Code must be listed on the Employment Waiver form.
6. Information regarding the teaching load (or other employment) and how it relates to the degree program **is required** in the description area of the waiver form. This information should be completed by the academic unit administrator. **In addition**, if the student is employed in a department **other than degree major**, an academic authority in their major department must certify there is a direct relationship between the employee's position and their degree program. An explanation should be attached to the waiver form.
7. The employment waiver must be signed by the academic unit administrator and Provost (or designee) and the employee or student before it is delivered to the Student Accounting and University Cashiering Services (SAUCS) office.
8. Originals of approved waivers should be carried over by a departmental employee in time to meet the SAUCS office deadline for advance notification. When it becomes necessary for a student to carry the completed form to the SAUCS office during registration fee payment, **the typed name and extension of the account holder and the contact person must be included for the SAUCS office to accept the document**. The SAUCS office will not accept any form that has not been completed correctly.
9. When a department becomes aware that a student no longer qualifies for an employment waiver (employee does not meet the employment obligation for a given semester), the SAUCS office should be notified in writing immediately. Hourly employees must have worked an average of 20 hours a week to continue to qualify and should be monitored for the entire semester.
10. The completed forms **must be** turned in by the 12th class day in the long semester, and the 4th class day in the summer semesters in order for the student to receive the insurance waiver, if they are qualified.
11. The SAUCS office does not hand out forms to students. These forms are available in the departments.
12. If a student has a Competitive Scholarship Waiver we cannot post the Employment waiver to the students account. If the student loses the Competitive Scholarship waiver by the **12th class day in the long semester, the 4th class day in the summer**, the student must notify our office to have the Employment Waiver posted.

Responsibility: It is the responsibility of the departments to understand the State statute governing this waiver and to ensure its proper use. By signing the Employment Waiver, the academic unit administrator and Provost (or designee) are attesting that the information provided is true and correct and that all conditions of the statute have been met. The academic unit administrator and Provost (or designee) needs to be aware of the possibility that the waivers will be audited and that the responsibility for certifying the eligibility lies with the academic unit administrator who signs the waiver.

If you have any questions regarding the Employment Waiver, please call the Student Accounting office at extension 3685.