

## FTE Memo for Grad Students

**\*\*\*\*Please provide information about your student employment job not your grad job**

Student Last Name, First Name:

Banner ID:

Org # (Student  
Employment or Work  
Study Job)

Please process the FTE change request for: (You must check one)  
If you do not know, your FTE will be automatically be dropped to (.2 or 8 hrs/wk)

.125 = 5 hrs/wk

.2 = 8 hrs/wk

.375 = 15 hrs/wk

.50 = 20 hrs/wk

Other

I have notified the Graduate Studies Office of my employment through the Student Employment Office. I understand that I cannot work over 28 hours (domestic students) or 20 hours (international students) combined during any week at the University of New Mexico for positions worked through both offices. If I work over the maximum hours during any week, I understand that I can be terminated **without notice** from all positions through the Student Employment Office. Please contact the Graduate Studies office for penalties regarding exceeding the hours per week maximum.

**I understand the terms and conditions of this FTE change request.**

Signature

Date