

Stanford Law School

TO: Students Employed as Legal Assistants, Teaching Assistants, or Hourly Assistants

FROM: Office of Financial Aid

SUBJECT: Legal/Teaching Assistantship Guidelines

The attached Student Hire Request form must be completed in its entirety for proper processing to occur. Please note that the form must be signed by the faculty member supervising your appointment. If you are being hired as a Teaching Assistant you must also have your supervising faculty member submit a statement describing the responsibilities of the position. All paperwork needs to be returned to our office so that we may process your tuition remission and salary. Paperwork should be submitted at least two business days before the quarterly due dates (see below) in order to process for timely payroll due dates and to receive the University health insurance subsidy should you meet the minimum requirements.

Please see the attached schedule for the 2021-2022 Law School Legal and Teaching Assistantship Rates. The tuition remission will be applied directly to your student account. Hourly employees will NOT receive any tuition remission. You should request an [automatic direct deposit](#) via Axess for you paycheck, in which case your payments will be viewable online under the Employee Center Tab. Legal assistantships and hourly appointments may begin on the first day of each quarter and corresponding salary payments are normally available on the 7th and 22nd of each month. Teaching assistantship pay schedules are set by the University and your official term of employment is as follows:

Fall (October 1 through December 31)
Winter (January 1 through March 31)
Spring (April 1 through June 30)

Salaries are subject to federal and California income tax withholding. Tuition support is not subject to withholding taxes. Note also that SLS policies prohibit students from working more than 20 hours per week.

Legal assistants are required to enter work hours in Axess Timecard in order to receive salary payments. Axess Timecard does not allow the entry of hours from previous pay periods. Therefore, your submissions must be current and entry must occur each period. Be mindful of the "approved hours" deadline dates as well as the availability of your payment is based on timely submission of the appropriate documentation. You should also be aware that we will not be checking with your faculty supervisor to see that you are meeting your weekly time commitments. Rather, at the end of each quarter we will tally up the number of hours submitted and compare that figure with the total number of hours required of you in the appointment. Note that your total hour commitment for each position must be met by the end of the quarter. If the required hours have not been met, your tuition remission will either be reduced accordingly or cancelled in its entirety.

Hourly employees are also required to enter work hours in Axess Timecard. Follow the same guidelines noted above for entering your hours.

If you are receiving financial aid, please be advised that the tuition remission from your assistantship will reduce the amount of money you are eligible to borrow. Typically, your Federal Grad Plus loan or private loan will be affected by adjusting the disbursement to the appropriate (lower) amount. Be aware that the stipend you receive may increase your student contribution, thereby reducing your need-based loan eligibility.

Based on our 6-hour or 8-hour assistantships, you may be eligible for a partial [Cardinal Care health subsidy](#) of \$516. In order to receive this benefit, your assistantship must be completely approved and processed by the following dates:

Fall Quarter: 10/14/2021

Winter Quarter: 1/13/2022

Spring Quarter: 4/14/2022

Note for Legal Assistants who are Graduating

If you are graduating in a quarter that you are employed, you must complete your work prior to your graduation date. Your student employee record will be closed once you graduate.