



December 20, 2017

Xinyi Chen,

I'm pleased to inform you that you have been awarded the following position for the Spring 2018 term: Graduate Teaching Research Specialist (GTRS) for **INFO 5901 MPS Project** under the supervision of the instructor, **Kyle Harms**. This position includes a stipend of \$5,728.89 (\$716.11 semi-monthly).

The duration of this appointment is January 15, 2018 – May 15, 2018. According to Cornell University Policy 1.3: Graduate Student Assistantships, GRA and TA positions consist of 10 hours of work per week. If you find yourself regularly and seriously exceeding this limit, we encourage you to discuss this with the instructor, and if necessary, the Director of Graduate Studies. Duties and responsibilities of this GTRS will be arranged between you and the instructor of the course, <INSTRUCTORS NAME>.

You will be paid semi-monthly, typically on the 15th and last day of each month. See the [Payroll Calendar](#) for the exact dates. You can use [Workday](#) to view your past pay slips and view or change your tax withholdings. Please contact Payroll if you have questions about taxes. [Workday](#) is also where you can manage your direct deposit enrollment. Travel reimbursements are deposited using a different system. You must complete the [Accounts Payable ACH Authorization Form](#) for those to be sent directly to your bank account.

Please reply indicating your acceptance of this position as soon as possible. If you have any questions, feel free to contact Barbara Warner, at bae2@cornell.edu.

Sincerely,

Tanzeem Choudhury
Director of Graduate Studies
Information Science

Copy: **Kyle Harms**