Permission to Work (PTW) Request Instructions for Approvers

- When you receive an automated email from the PTW system click on the link and review the request by clicking on View Form (sample screenshots below). Please review the requests in a timely manner because students are not permitted to begin the work until the form receives all approvals. You can also bookmark the page so that you can occasionally check for pending applications or check on the status of student requests.
- Once submitted by the student, the request needs four levels of approval: the student's advisor (if they have one), the DGS/chair/program administrator, the school level administrator (in most schools), and if approved by those three levels, then TGS. At any step in the approval chain an approver may send back or approve the request. If and when all four approvals have been applied an automated approval email will be sent to the student.
- Approvals do not need to be made in any particular order, but the school level approvers usually wait until the advisor and DGS/chair/program approvals have been applied, and then TGS approves last.
- If you are not aware of your School's policies/guidance related to approving PTWs, please reach out to your dean's office to ensure consistency across students in your school.
- After reviewing the pdf of the form click on Action on the dashboard screen to send back or approve the request.
  - If you have any questions or concerns, you can add comments and return the form for additional clarification. To send back the request, select return (or deny for school level) and then submit.
  - If you wish to approve the request, select approve and then submit.

Helpful Tips for Reviewing Requests
  - Ensure that the requested work will not lead to the student working over 20h/week total hours from all work/wages roles combined, including their primary assistantship stipend role and any other supplemental roles. For example, if a student is an RA, that may already require the full 20h/week of work so they may not have any hours remaining for supplemental/PTW work.
  - Ensure that the pay rate translates to the minimum required rate. For bargaining unit (BU) work (performing research or instruction for the university) the minimum rate is **$23.58/hour** for FY26. Current BU rates can be found in the [Collective Bargaining Agreement](#) on page 35 (last page). For consistency you may wish to use at least that same rate for all roles. Otherwise for non-BU roles ensure that the hourly rate translates to at least minimum wage in [Evanston/Illinois](#) or [Chicago](#).
  - Unless they were instructed otherwise by their School/program, students should have entered the entire time frame they will be working in this role during the academic year (9/1-8/31) for roles that span multiple quarters rather than submitting a new request every quarter.
  - In the hours field they should have entered the actual number of hours per week they will be working in this role only, not in all of their roles combined.
  - If any of the information seems to have been entered incorrectly or is unclear, return the request with comments explaining what needs to be fixed or clarified, including but not limited to the advisor and program contact fields. School level approvers have the ability to deny the request and enter comments related to why it was denied.
  - If everything is ok mark the request approved and submit it.
- Screenshots of the main steps:_

Permission to work form

All fields are required, unless otherwise indicated.

Supplemental Pay is used to pay incremental compensation, in excess of the regular stipend, when a graduate student is in an active, appointed position.

During the term of the appointed position, students are expected to continue making academic progress towards their degree. It is expected that the additional service will enhance students' scholarship.

Name: Edgar A. Poe

Applicant Email: EdgarPoe2030@northwestern.edu

Emplid: 3676865

Academic Home Program: S10PH - Sociology: PhD

Nature of Service: 1. Qualitative coding of courtwatcher observation notes 2. Analysis of courtwatching data 3. Writing up analysis and results

Are you currently in the JD/PhD dual career program (i.e. pursuing both your Law degree and PhD at the same time)?: No

Does this work involve performing instruction (e.g. TA) or research work for Northwestern (instruction work does not include grading, tutoring, review sessions, proctoring, or mentoring; this work is classified as GA)?: No

Number of Hours per week (max 20 hr/week total, all assignments)*: 5

Amount of Compensation: 25.00/HR

Begin Date: Jan. 21, 2026

End Date: April 30, 2026

Justifications by student:

Justifications by advisor:

Program/Department Contact: Mary Patillo

Program/Department Contact Email: m-pattillo@northwestern.edu

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Permission to work form process   Actions ▾   Help   Admin Resources ▾   👤 Logged in as

Permission to work form Advisor Approval Request

Please approve the permission to work form for **Micah Moody**

I have reviewed this additional pay and certify that this service will not inhibit the student's completion of their degree.

Please approve the form.*

Approve

Approve
Return

Submit