



**GRADUATE ASSISTANT APPOINTMENT/REAPPOINTMENT FORM**

Appointment Deadlines

Fall: July 1 | Spring: November 15 | Summer: April 1

Deadline to receive tuition waivers

Fall: August 7th | Spring: January 5th | Summer: June 2nd

*Tuition waivers will not be applied after these dates.*

\*Forms will be processed within 3-5 business days after receipt.

Position Number \* :

<b>Name:</b>	<b>Appointment Type:</b>
<b>Panther Number (#):</b>	<b>EMPLID (Reappointments and Rehires):</b> *
<b>GSU E-Mail:</b>	<b>Term:</b>
<b>Supervisor:</b>	<b>Enrollment Status:</b>
<b>Department:</b>	<b>Waiver:</b>
<b>Residency:</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	<b>FTE:</b>
<b>Does student have an additional Appointment?</b>	<b>If so, where?</b>

*I have read and understand the requirements and policies for Graduate Research Assistantship in the College of Law. I understand that I may not serve in any other employment category in another department or college except as a GRA. I understand that withholding of taxes from my salary will vary depending on my tax filing status and that a tuition waiver will not be applied to my account after the semester deadline date.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY HIRING OFFICIAL**

*I certify that I am employing the above student as a graduate research assistant for the semester(s) indicated. The student has met eligibility requirements to be employed by the term(s) indicated. I further certify that the student will be managed in accordance with guidelines as outlined in the University's graduate assistant policy and the College's graduate assistant employment manual.*

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return Completed Forms to 432**

FOR OFFICE USE ONLY		
<b>Student Meets Academic Standing Requirement:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Waiver Entry:</b> Fall - Date: _____ Code: _____  Spring - Date: _____ Code: _____  Summer - Date: _____ Code: _____	<b>PPGRA Entry:</b>  Date: _____



FOR STUDENT BEING HIRED BY STUDENT'S **OWN** PROGRAM  
**GRADUATE ASSISTANT PERSONNEL ACTION FORM**  
**[Complete Shaded Areas]**

**PF2A-1**

**SECTION A:**

Hiring Department College of Law Budget Number (9 Digits) 181000000

☛ **Appointment term:** \_\_\_\_\_ ☛ **Supervisor's/Initiator's Name:** \_\_\_\_\_

**SECTION B:** Please provide information about all assistantships (and funding sources) being offered to a **single student**.

☛ Name (Last, First, M.I.)	☛ Panther #	Employee ID#	Title/Level	FTE	Speedtype	Total Compensation	Per month compensation	Start Date	End Date
			GRA/1						

**SECTION C:**

☛ Does student have another graduate assistantship?	Is this an <input type="checkbox"/> internal or <input type="checkbox"/> external position? For external, for which department:	How many hours will you work per week for additional position(s)?
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☛ *I have received a copy of the university's Graduate Assistant Policy and I am aware of the mandatory HR orientation course/session/class.*

☛ **Supervisor'/Initiator's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

☛ **Student's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SECTION D:** Please provide any pertinent comments for processing: \_\_\_\_\_

**SECTION E:**

\_\_\_\_\_  
HR Coordinator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Name and signature for Budget Unit \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Dean, VP, Provost, or President (or authorized designee, as required) \_\_\_\_\_ Date \_\_\_\_\_

If student has not worked at Ga. State University in the last 6 months, please provide student with a copy of this form to take to HR for hire packet purposes.