

# 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

Position Number \* : \_\_\_\_\_

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

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. I understand that dropping below the required minimum credit hours of academic coursework during the term and/or having a GPA below the requirement may result in the loss of assistantship appointment as well as additional financial obligations to the University.

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

### TO BE COMPLETED BY HIRING OFFICIAL

**Graduate  
Assistant  
Funding Source:**

Scholar GRA Funding (LADM5)

State Funding (LINS2) -  
*Requires Dean's Approval*

State Funding - Departmental  
Account \_\_\_\_\_

Sponsored Funding - Project Name \_\_\_\_\_

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 ROOM 432 COL **For Office Use**

Waiver Date

PPGRA Date

Student Meets Academic  
Standing [ ] Yes [ ] No

\_\_\_\_\_

\_\_\_\_\_



# GRADUATE ASSISTANT PERSONNEL ACTION FORM

[Complete Shaded Areas Only]

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 College of Law's Graduate Assistant Policy and I am aware of the mandatory Law HR orientation course/session/class.\*

☛ Supervisor's/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 (or authorized designee, as required) \_\_\_\_\_ Date \_\_\_\_\_

*\*New hires will receive an email from preemployment@equifax.com that will contain the link to the University's Electronic Hire Packet. The email will also contain a system generated user id and password which is needed to access the system. Once the new hire gains access to the electronic hire packet, they will be required to complete 14 (fourteen) pages of the Hire Packet – all pages must be completed before a new hire can become active in the University's HR System.*