GRADUATE ASSISTANTSHIP AUTHORIZATION FORM

Banner ID: _____Name: _____
                                      Last   First   Middle

Foreign National: Yes   No   Enrolled for Semester: Yes   No

Background Check: Yes   No

Home Org: _____   Home Dept: _____

Check Dist: _____   District/Div: _____   Location ID: _____

Begin Date: _____   End Date: _____

Position #: _____ Suffix #: _____ Title: _____

FTE: _____ Hours Per Pay: _____ Mo Rate: _____ Annual Salary: _____

See instructions for calculation of monthly rate and annual salary.

Supervisor ID _____

Comments: _____
_____

Approval Signatures:

_____   _____
Department   Dean

_____
Graduate School

Date Prepared: _____ Prepared by: _____ Phone #: _____

Notify EPAF Approval GID: _____

This form is to be used for graduate assistant appointments. Please complete the form and attach a copy of the Social Security Card, Personnel Data Form, I-9 and any other supporting documents and forward them to the Department of Human Resources.

Name: as it appears on the Social Security Card.

Home Departmental Organization: a 6 digit number assigned by finance.

Check Distribution: an alpha/numeric code where the check advice will be sent.

District/Division: a 3 digit number for the division this department reports to.

Location ID: a 6 digit number to show the location of the job. This is used for mail outs.

Begin date: the date the job begins.

End date: the date the job is expected to end.

Position number: the departmental position the employee is assigned to.

Suffix: a 2 digit number.

Title: the title given the employee if different from the Position title.

FTE: Percent of time of the appointment

Hours Per Pay: Hours in the month times FTE for which the employee will be paid

Example: 173.33x 50% = 86.67

Monthly Rate: Approved salary divided by the number of months in assignment equals monthly rate.

Annual Salary: Monthly rate multiplied by 12 equals annual salary.

Comments: any additional information necessary to the reason for the appointment.

Approval signatures: signatures from the Department, Dean & Graduate School offices.

Date Prepared: the date the form was prepared.

Prepared by: the name of the person who prepared the form.

Phone number: the number where the person who prepared the form can be reached.

Notify EPAF Approval GID: Global ID of the person to receive the FYI notification that the EPAF has been applied to the system. Ex: mouseml