



PERSONNEL ACTION FORM

GRADUATE/PROGRAM ASSISTANT APPOINTMENT INFORMATION

Directions: Complete and route for signature.

Reappointment: Yes **Person ID #:** _____ **Title/Title Code:** Graduate Assistant/Y44NNS
 No **Student ID #:** _____ Program Assistant/Y42NNS

Gender: Male Female **U.S. Citizen:** Yes No

Employee Name: _____ **E-mail address:** _____
Last, First MI

Phone: _____ **Mailing Address:** _____

Country of Residency: _____ **Tuition Waiver:** Yes No (If yes, submit GA Non-Res Tuition Waiver Award Form)

Supervisor Name: _____

Department/Unit: _____ **College/Division:** _____

Academic Year Appointment Percentage and Salary:

33% = 14 hours/week FTB = \$20,146 \$3,324 = Semester \$ 6,648 = Academic year \$ 738.67 = monthly salary
 50% = 20 hours/week FTB = \$20,248 \$5,062 = Semester \$10,124 = Academic year \$1,124.89 = monthly salary
 Other % _____ = _____ hrs/FTB \$ _____ Contact Cedric Steine in HR for FTB.

Annual Year Appointment Percentage and Salary: Contact Cedric Steine at 785-6497 in HR for FTB.

%: _____ Actual: \$ _____ FTB: \$ _____

Actual Employment Dates:

Standard Contract Dates:	or	Other Dates:	Month	Day	Year
<input type="checkbox"/> Fall Semester 2011 08/29/11 - 12/29/11					
<input type="checkbox"/> 2011-12 Academic Year 08/29/11 - 05/27/12		Start Date:	_____	_____	_____
<input type="checkbox"/> Spring Semester 2012 01/17/12 - 05/27/12					
<input type="checkbox"/> Annual 12 Mo Appt 07/01/11 - 06/30/12		End Date:	_____	_____	_____

Fund _____ **Acct** _____ **1st UDDS** _____ %

Fund _____ **Acct** _____ **2nd UDDS** _____ %

Fund _____ **Acct** _____ **3rd UDDS** _____ %

Grad Studies Allocation _____ Diversity _____ Other-Specify _____

Extra Pay Beyond the Academic Year Dates

Dates Worked:		Purpose:	
Total Amount to be Paid: \$	# Installments:		
Paydates:	Fund:	Act:	UDDS:

APPROVAL/REVIEW

Dean/Division Officer's signature indicates employment offer was approved, extended and verbally accepted.

Dean/Division Officer (or Designee) _____ Date

Budget & Finance _____ Date

HUMAN RESOURCES ONLY

Date Received: _____ HR Initials: _____ HR Database Payroll GA KA