

Carbondale Campus End User Instructions FORM – Notice of Graduate Assistant Appointment

Use: To appoint an individual to a graduate assistantship. Human Resources will use information on this form to enter a new graduate assistant in the AIS Human Resource Management System (HRMS) or to reappoint a graduate assistant whose appointment has ended.

Access: Obtain necessary form(s). Electronic forms are available through the e-forms website **eforms**
<http://eforms.siu.edu/siuforms/info/hro6000.html>

Instructions: Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

General Information Section:

Type of Hire: Mark whether the graduate assistant is a new appointment or a reappointment.

Name: Last, first, and middle name of the graduate assistant.

Social Security Number or Student ID: *For a new appointment, the graduate assistant's social security number or Student ID.*

HRMS ID: For a reappointment, the HRMS ID of the graduate assistant. This ID is generated when the new hire appointment is entered at HR.

Mail code: Mail code where the graduate assistant should receive campus mail.

Campus Phone: Campus phone number of the graduate assistant.

Effective Date(s): Mark whether the graduate assistant will work on an academic year basis or a fiscal year basis. If the appointment is academic, indicate the academic term of the appointment. If the academic appointment is for less than a full semester, indicate the beginning date. For a summer session academic appointment for less than a full semester, specify the beginning date and the ending date. If the appointment is fiscal, indicate the dates the graduate assistant will begin and end working in the position. (Date format DD MM YYYY)

Notice of Graduate Assistant Appointment Form

- Major Reporting Unit:* Mark the major organizational reporting unit for the position. This does not necessarily correspond to the physical location of the position.
- Carbondale
 - Edwardsville
 - School of Medicine Springfield
 - School of Medicine Carbondale
 - President's office
 - University-wide services
- Appointment Type:* Mark the box indicating that the appointment is term.
- Appointment Information Section:* There is space on the form to appoint the individual to two paid positions.
- Position ID 1 & 2:* The unique AIS HRMS identifier for the position(s) to which the student is being appointed. Position ID 1 should be the graduate assistant's primary assignment. If you do not know the AIS HRMS position ID, you can obtain that through HR.
- Category (Job):* Mark the category of the assistantship to which the student will be appointed.
- Teaching
 - Administrative
 - Research
 - Law Clerk
 - Intern
- School (Organization):* Name of the academic department for the graduate assistant.
- Hiring Program (Department):* Name of the department where the graduate assistant will be employed.
- Building (Location):* Building location of the graduate assistant's office or workspace.
- Room number:* Room number of the graduate assistant's office or workspace.
- Percentage of Time (FTE):* Percentage of time the graduate assistant is to work per week.
- Full-time Equivalent Monthly Salary:* Full-time monthly equivalent of the graduate assistant's salary. *The salary is determined by the GAU Agreement salary rate schedule and is based on the hiring program (department) in which the student will be employed.* (HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE.
- Position ID:* The unique AIS HRMS identifier for the position(s) to which the student is being appointed. Position ID 1 should be the graduate assistant's primary assignment. If you do not know the AIS HRMS position ID, you can obtain that through HR.

<i>AIS Budget Description:</i>	AIS Budget description.
<i>AIS Proportions:</i>	Percent of the specified individual's salary to be paid from each AIS account listed. The total of account proportions must equal 100.
<i>AIS Fund:</i>	AIS fund to be charged.
<i>AIS Unit:</i>	AIS unit to be charged.
<i>AIS Budget Purpose:</i>	AIS budget purpose to be charged.
<i>AIS Department Activity 1:</i>	Optional, the AIS department activity 1 to be charged. If no value is provided, the default value of '00000' will be assigned.
<i>AIS Department Activity 2:</i>	Optional, the AIS department activity 2 to be charged. If no value is provided, the default value of '00000' will be assigned.
<i>AIS Function:</i>	AIS function to be charged.
<i>AIS Natural Account:</i>	AIS natural account to be charged. Choose either: <ul style="list-style-type: none"> • 50000 (an account with a line item expenditure budget) • 60000 (an account with a pooled expenditure budget)
<i>Appointed in Another Unit Section:</i>	If the graduate assistant is to be appointed in another unit for the same period (multiple assignment): List the department or unit name where the graduate assistant holds another appointment.
<i>Percentage of Time:</i>	The percentage of time of the appointment in the other department or unit.
<i>Names under which any previous assignments were held if different from current name:</i>	Any other name(s) under which the student may have held previous appointments, if different from current name.
<i>Highest Degree Earned:</i>	Highest level of degree currently held by the graduate student.
<i>Date Conferred:</i>	Month and year that the highest degree earned was conferred.
<i>From (Name of Institution):</i>	Name of the institution conferring the highest degree earned by the graduate assistant.
<i>Present Status Section:</i>	
<i>Admitted to Graduate School:</i>	Mark whether the student has been admitted to the Graduate School and if so, the academic year and term admitted and the degree program in which the graduate assistant is enrolled.
<i>Applied for Admission to:</i>	Mark whether the student has applied for admission to the Graduate School and if so, for which academic term and degree program.

Months of Financial Support Section:

Total Months as a Master's Student: Total months of financial support (both assistantships and fellowships) the student has received at the master's level. Do not include the months of this assignment.

Total Months as a Doctoral Student: Total months of financial support (both assistantships and fellowships) the student has received at the doctoral level. Do not include the months of this assignment.

Graduate School Use Only Section: Leave blank.

Page Two:

Name: Leave blank. This information will be filled in with the information provided on Page 1.

Social Security Number or HRMS ID: Leave blank. This information will be filled in with the information provided on Page 1.

Brief Description of Position: List the main duties of the appointment.

Major Duties: List the major duties of the appointment.

Signature of Student: Signature of the student and date signed. If signing electronically the signature must be an approved Adobe signature. (Date format DD MM YYYY)

Administrative Approvals Section:

Chair/Fiscal Officer: Signature of Chair/Fiscal Officer and date signed (required).

Dean/Director: Signature of Dean/Director and date signed (required).

Vice Chancellor/Provost: Signature of Vice Chancellor/Provost and date signed (if required).

Other Administrative Approvals: Signature of any other administrators whose approval is required, and date signed.

Chancellor: Signature of Chancellor and date signed (if required).

Dean of the Graduate School: Signature of the Graduate School Dean and date signed (required)

Special Notes:

All dollar amounts should be entered without the currency (\$) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

There is space on the form to appoint a student to two positions in the same academic unit, e.g., a teaching assistant position and a research assistant position. Position ID 1 should be the appointee's primary assignment. Any given position can be paid from multiple sources.

A separate form should be used to appoint a student to a position in a different academic unit.

The form should specify only the Full-time monthly equivalent of the graduate assistant's salary. The salary is determined by the GAU Agreement salary rate schedule and is based on the hiring program (department) in which the student will be employed. (HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE.

Signature requirements vary from responsibility area to responsibility area. Consult with your responsibility area head to determine signature requirements. However, no Notice of Graduate Assistant Appointment is valid without the signature of the Dean of the Graduate School.

The hiring unit should maintain a copy of the completed *Notice of Graduate Assistant Appointment*. After all signatures have been obtained, the Graduate School will forward a copy of the form to the Dean.

Routing:

Print this form, acquire the appropriate signatures, and send the physical packet (completed) to: Graduate School, Student Services Building, Room 310, MC 4716.