


Graduate Assistant: Change of Assignment Process

Carbondale Campus End User Business Processes

PROCESS – Graduate Assistants: Change of Assignment Process

Process: Follow this process when changing the assignment of a graduate assistant.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/>

Actions:

Responsible Party	Action
Department	1. Prepares Change of Assignment, Title or Conditions of Assignment for Graduate Assistants . Prepares Assignment Costing form, if the change involves a change in costing. (If the only change is a change in costing, no <i>Change of Assignment</i> form is required.) Prepares Funds Allocation Request , if additional funds are required.
Graduate Student	2. Signs <i>Change of Assignment</i> form.
Administrative Channels	3. Approves <i>Change of Assignment, Assignment Costing, and/or Funds Allocation Request</i> . The last approver submits the form(s) to the Graduate School.
Graduate School	4. Approves <i>Change of Assignment, Title or Conditions of Assignment for Graduate Assistants</i> . Updates graduate assistant special information in HRMS. Makes two copies of the form(s). Maintains one copy for Graduate School records. Forwards one copy to the dean/director. Forwards original to Human Resources.
Human Resources	5. Reviews for compliance with applicable University policies. Verifies funding requirements, rate, etc. Enters position, budget, person, assignment, costing, and payroll information in HRMS. Makes and distributes copies of the forms to: <ul style="list-style-type: none">▪ Payroll, for verification purposes▪ Graduate assistant file (original)
Dean/ Director	6. Copies and distributes form(s) to department. Maintains a copy for dean/director area records.
Department	7. Copies and distributes form to graduate student. Maintains copy for departmental records.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in changing the status of a graduate assistant. For more detailed information, the end user should also consult the *Graduate Catalog* and *Graduate Assistant Handbook*.

The *Change of Assignment Process* cannot be used to extend a term appointment. An additional appointment may be given by following the *Graduate Assistant Appointment Process*.

A list of the documentation required to process a graduate assistant change of assignment follows.

Document

Source

Graduate Assistant: Change of Assignment Process

*Change of Assignment, Title or Conditions of
Assignment for Graduate Assistant*

<http://eforms.siu.edu/siuforms/info/hro6001.html>

Assignment Costing Form¹

<http://eforms.siu.edu/siuforms/info/hro1001.html>

Funds Allocation Request²

<http://eforms.siu.edu/siuforms/info/hro1006.html>

- ¹ If the change involves a change in costing.
- ² If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.