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 eforms website 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.
- **Mailcode**: Mailcode 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 Mmm YYYY)
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.

Category (Job)  Mark the category of the assistantship to which the student will be appointed.
- Teaching
- Administrative
- Research
- Law Clerk
- Intern

Department (Organization)  Name of the department where the appointee will be employed.

Building (Location)  Building location of the graduate assistant's office or workspace.

Room  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. HRMS will calculate the actual rate by multiplying the full-time equivalent salary by the FTE.

Position ID  Enter 1 and/or 2.

AIS Budget Description  AIS Budget description.
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AIS Proportions  Percent of the specified individual's salary to be paid from each AIS account listed. The total of account proportions must equal 100.

AIS Fund  AIS fund to be charged.

AIS Unit  AIS unit to be charged.

AIS Budget Purpose  AIS budget purpose to be charged.

AIS Department Activity 1  Optional, the AIS department activity 1 to be charged. If no value is provided, the default value of ‘00000’ will be assigned.

AIS Department Activity 2  Optional, the AIS department activity 2 to be charged. If no value is provided, the default value of ‘00000’ will be assigned.

AIS Function  AIS function to be charged.

AIS Natural Account  AIS natural account to be charged. Choose either:
- 50000 (an account with a line item expenditure budget)
- 60000 (an account with a pooled expenditure budget)

Appointed in Another Unit Section:

If to be appointed in another unit for the same period: Dept. or Unit  Name of any other department or unit where the graduate assistant holds another appointment.

% of Time  The percentage of time of the appointment in the other department or unit.

Names under which any previous assignments were held if different from current name  Any other name(s) under which the student may have held previous appointments, if different from current name.

Highest Degree Earned  Highest level of degree currently held by the graduate student.

Date Conferred  Month and year that the highest degree earned was conferred.

From(Name of Institution)  Name of the institution conferring the highest degree earned by the graduate assistant.

Present Status Section:
Admitted to Graduate School
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.

Applied for Admission to
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.

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.

Signature of Student
Signature of the student and date signed. (Date format DD Mmm YYYY)

Administrative Approvals Section:

Chair/Fiscal Officer
Signature of Chair/Fiscal Officer and date signed.

Dean/Director
Signature of Dean/Director and date signed.

Vice Chancellor/Provost
Signature of Vice Chancellor/Provost and date signed.

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

Chancellor
Signature of Chancellor and date signed.
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 salary for the position and the percentage of time for the appointment. For part-time appointments HRMS calculates the actual monthly salary based on these two figures. The system also calculates the distribution of charges to accounts.

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 mail it to: Graduate School, MC 4716.