

### Carbondale Campus End User Instructions

#### FORM – Change of Assignment, Title or Conditions of Assignment for Graduate Assistants

**Use:** To change the status of a graduate assistant. Human Resources will use information on this form to update appointment information in the AIS Human Resource Management System (HRMS).

**Access:** Obtain necessary form(s). Electronic forms are available through the e-forms website [eforms](http://eforms.siu.edu/siuforms/info/hro6001.html)  
<http://eforms.siu.edu/siuforms/info/hro6001.html>

**Instructions:** Complete the form using the following instructions.

#### *General Information Section:*

***Costing Form Required?*** Indicate whether the transaction involves a change in costing or costing distribution.

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

***HRMS ID:*** The graduate assistant's HRMS ID.

***Effective Date(s):***

***Beginning date:*** The beginning of the change. (Date Format DD MM YYYY)

***Ending Date:*** The ending date of the change. (Date Format DD MM YYYY)

***Mail code:*** The mail code where the graduate assistant will receive campus mail in the recommended status.

***Campus Phone:*** Campus phone number of the graduate assistant in the recommended status.

**Appointment Information Section:** The boxes in the present status column apply to the graduate assistant's current appointment. The boxes in the recommended status column apply to the graduate assistant's proposed appointment. Both the present status column and the recommended status column should be filled out completely, except when the individual is going on leave or returning from leave. For an individual going on leave, fill the present status column out completely and leave the recommended status column blank. For an individual returning from leave, fill the recommended status column out completely and leave the present status column blank.

***Paid Assignments*** There is space on the form to change the status of a graduate assistant with two paid positions.

## Change of Assignment, Title or Conditions of Assignment for Graduate Assistants Form

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- Position ID* The unique AIS HRMS identifier for the position(s) to which the student is appointed. Position ID 1 should be the graduate assistant's primary assignment.
- Category (Job)* Mark the category of the student's assistantship.
- 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.
- Appointment Type:* The field is pre-filled as "term".
- Salary Basis:* Indicate whether the graduate assistant's appointment is fiscal or academic.
- Percentage of Time (FTE):* Percentage of time the graduate assistant is to work per week.

Full-time Equivalent Monthly Salary: 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.

- Reason for Change:* Mark all reasons that apply to the change. Specify any other reason.
- Change of salary
  - Change from fiscal to academic
  - Change of FTE
  - Change from academic to fiscal
  - Change of category
  - Other (specify)

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

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

*Special Conditions of Appointment:* Any special conditions that apply to this 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:**

Any change of assignment, title or conditions of assignment involving a change in costing requires an *Assignment Costing* form, indicating the source(s) of funds for the appointment. If the only condition of assignment that is changing is the costing, the *Assignment Costing* form is the only form required to implement the change; no *Change of Assignment, Title or Conditions of Assignment for Graduate Assistants* is required to implement a costing change.

The *Change of Assignment, Title or Conditions of Assignment for Graduate Assistants* cannot be used to extend a term appointment. An additional appointment may be given using the *Notice of Graduate Assistant Appointment*.

If an ending date is specified, the graduate assistant's status will revert back to the present status close of business on the ending date unless the ending date is also the ending date of the appointment.

The information needed to complete the present status section is included in the appointee's most recent *Notice of Graduate Assistant Appointment* and/or *Change of Assignment for Graduate Assistants*.

## Change of Assignment, Title or Conditions of Assignment for Graduate Assistants Form

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There is space on the form to change the status of an individual with two paid assignments. No individual can be changed to a status exceeding 100% time. Position ID 1 should be the appointee's primary assignment. Any given position can be paid from multiple sources.

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 Change of Assignment, Title or *Conditions of Assignment for Graduate Assistants* 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.