UNIVERSITY OF SOUTH ALABAMA
GRADUATE PERSONNEL ACTION FORM

Instructions for Completing the
Graduate Personnel Action Form

DATE PREPARED Auto Entry

CONTACT PERSON Person completing the form or person to answer questions about information on the form.

TELEPHONE Phone number for contact person.

TYPE **Master or Doctoral designates the type of degree the graduate student is currently seeking.**

Research Graduate Assistant - associated with an expectation that the primary duty will be concerned with research.

Graduate Teaching Assistant - require special qualifications detailed in section XII of the Policy & Procedure for Graduate Assistantships document. GTA's are permitted to have duties including primary responsibility for teaching appropriate classes as well as other duties in support of instruction.

Graduate Assistant I - work duties are greater than 50% devoted to research and teaching activities (research and teaching activities can include assisting in grading papers, lab work, etc. or assisting a faculty member with research or time spent involved with thesis and dissertation research). Graduate Assistant I tuition funding will not be taxed due to federal government regulations.

Graduate Assistant II - work duties are less than 50% devoted to research and teaching. Graduate Assistant II work duties may include clerical, administrative, and other appropriate duties so long as these occupy the majority of the student's work assignment. Graduate Assistant II tuition funding will be taxed due to federal government regulations.

REASON FOR ACTION

Appointment - First-time assistantship appointment

Reappointment - Continuing appointment from the previous academic year or within same academic year.

Termination - Appointment ended by department.

Resignation - Appointment ended by student.

Salary Change - Change in original amount of pay.

Change in Funding Source - Change in fund, organization, or program code for original appointment. Account Code should remain unchanged: 620300 for graduate assistants.

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STUDENT INFORMATION

Name & SS# - Enter name as printed on social security card verify with employee). The social security number is required for proper tax reporting purposes.
Address - Enter a current local address where student will receive correspondence in a timely manner.

J# - Enter university assigned student/employee number.

Email Address - University assigned email address (from banner form GOAEMAL).
Citizenship/Visa - For international students only - Enter home country and student visa type (J-1, F-1, etc.)

CURRENT STATUS
Complete this section to make changes to an already active appointment. Include the information currently on file for this appointment.

Total Period Payment - Enter the amount of pay. The amount you enter here will auto fill the **Dollar Amount** section based on the percentage distribution entered in the **% STD SALARY** column. The number entered in the % STD SALARY column is multiplied by 100 to determine the % calculation (if the total amount of pay is to come from one fund you would enter 1 in this column). The period options below indicate the effective start and end dates of the appointment. See the graduate school's *PAY PERIOD DATES* schedule for the semester pay periods at: http://www.southalabama.edu/graduateprograms/forms.html .If you choose the other dates option, indicate the desired beginning and ending dates in the space provided. Be sure that the dates you select coincide with the university payroll calendar. You may view the university payroll calendars at: http://www.southalabama.edu/financialaffairs/payrollaccounting/calendar.html .

Pay Check Location - Payroll office will complete.

Timesheet Org - Payroll office will complete.

PROPOSED STATUS
Complete this section:

- For first-time assistantship appointments.
- To revise the information listed above under the current section (change pay amount, change funding source).
- If this is a termination or resignation this section is left BLANK, only the effective date of action is entered at left.

Instructions for pay options same as above.

COMMENTS

Use this section to provide additional information to facilitate accurate processing of the Graduate PA Form.

EFFECTIVE DATES

Use the Start and End Dates section, if preferred, for appointments not directly associated with the academic calendar but are for a specific time period. Graduate students must be enrolled during the entire period of the assistantship appointment.

APPROVALS

Forward completed graduate assistant personnel action form for appropriate approvals. Students should not begin working until all appropriate documents are received by the payroll office.

COPY

The Copy Button will copy all information from the PROPOSED section into the CURRENT section.

RESET

This button will clear the current form.

PRINT

This button will print the completed form.