

GRADUATE ASSISTANT PERSONNEL ACTION FORM

PAF for ONE Semester Only

Approved to Work by Human Resources ON: _____ BY: _____

The Start Date must be on or after the date HR has approved the student to begin work. All Graduate Assistant appointments will be approved on a semester-by-semester basis and will terminate on the last day of the semester.

SECTION 1 This student has _____ or has not _____ previously worked on campus.

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

M # _____ DATE OF BIRTH _____

STUDENT JOB TITLE: **GRADUATE ASSISTANT** DUTIES: _____

DEPARTMENT: _____ DEPT ORG NUMBER: _____

Approved for Semester: **SPRING** **FALL** (mark one) ending on: _____ (month/day/year)

Maximum hours per week (no more than 20): _____ Number of Weeks: _____

Graduate Assistant is to be paid hourly at \$ _____ per hour. (\$10.00 standard)

Total Funding Approved: _____ Transfer funds from 14819-6115 to: _____

SECTION 2 Eligibility to be Confirmed by the Hiring Department

Answers must be "yes" for questions 1 – 3 and question 4 must be 6 or less for students to qualify as a GA.

1. Is the student admitted into their program unconditionally? YES NO
2. Does the student have a cumulative 3.0 GPA? YES NO
3. Is the student enrolled full-time; 9 or more semester hours? YES NO
4. Including this and all other UM GA appointments, for how many semesters has the student served as a GA? _____

SECTION 3 Electronic Timesheet Approver

Electronic timesheets will be required from the Graduate Assistant and must be approved by their Supervisor.

Departmental Supervisor's Name: _____ (please print or type)

SECTION 4 Approvals/Signatures

Standard rate for Graduate Assistant: \$10.00 per hour. Any deviation must be approved by the VP for Academic Affairs and VP for Business Affairs. Please print name if signature not legible.

DEPARTMENT CHAIR/HEAD _____ DATE _____

DIVISION HEAD/DEAN _____ DATE _____

Rate Approval Over \$10/Hour (If Not Division Head)

VP Academic Affairs _____ DATE _____

VP Business Affairs _____ DATE _____