

Procedure for Appointing a Graduate assistant:

Following P&P 803.0202, when a graduate assistant is selected, the following administrative steps must be taken in order for the GA to be coded correctly and paid properly, and for the appropriate budget to be debited with the appropriate amount:

1. Fill out the “Application and Authorization for a Graduate Assistantship”. Check the appropriate block in the grants section.
2. Obtain the appropriate signatures (student, program director, department, and dean).
3. Complete a standard EIF if the student is to receive a stipend.
4. Send both documents **together** to the office of the Vice President for Academic Affairs.

NOTE: Do not send these documents directly to the budget office, grant office, business office, or any other office. ALL documents related to the implementation of the assistantship must be sent directly to the office of the VPAA.

NOTE 1: For both kinds of assistantship (grants and non-grants), if the amount of the stipend is an amount greater than the current rate dictated by the VPAA, **the EIF must be accompanied by justification for the additional amount.**

NOTE 2: Processing this paperwork takes significant time. The sooner you turn the paperwork in, the better the student’s chances of having a problem-free experience. If you are positive that an appointment will be made, you can email the name and student number to the office of the VPAA in order to expedite processing, but in every case, the appropriate paperwork (the authorization form and the EIF) must be submitted. **Payment of stipends will not be made without an EIF.**

NOTE 3: Assistantships can be, and mostly are, for more than one term. However, since a variety of circumstances can affect an assistantship (grades, personal choice, emergencies, etc) a new authorization is required each term for each student, along with a new EIF.

So that you understand what happens next, here is a synopsis of the follow-on steps:

The student is coded in banner as either a standard graduate assistant or as a grant by the office of the VPAA and the information is logged in for tracking purposes.

The packet is forwarded to the budget office where your departmental budget or the grant budget is debited with the appropriate amount. If you do not have enough money in your budget, the budget office will return the file to the office of academic affairs (or will call) for instructions on funding the assistantship. In some cases, a grant may contain some of the money, but not all. In that case, your departmental budget will be debited with the remainder. So be sure you carefully check the costs.

After the budget verification process, the packet is forwarded to the assistant comptroller so that the appropriate moneys can be transferred from various budgets to cover the accounts receivable on the student. Simultaneously, a copy of the EIF goes to payroll to initiate the student’s pay check.