SONOMA STATE UNIVERSITY | ACADEMIC PERSONNEL

Appointment of Graduate Assistants

INSTRUCTIONS: Please refer to the attached guidelines for instructions for completing this form. Please enclose a resume with name, address, phone number, and education and work experience unless this is a reappointment.

Date:	Form completed by:	Email:

Student Information

Employee Name:	Employee ID:

Full-time Base Rate of Pay: $ Base Rate of Pay is the rate that would be paid if the individual worked a total of 40 hours per week.	Average hours per week AND Percentage of appointment	Monthly pay: $ Base rate of pay X percentage of the appointment = monthly pay

Appointment   **This appointment is contingent upon verification of Academic Eligibility.**

Graduate Assistant Job Code: ☐ 2355 (Graduate Assistant, Semester/Academic Year) ☐ 2325 (Graduate Assistant, Monthly) ☐ 2326 (Graduate Assistant, Work Study)	For the term: Year: Academic Year:

Start Date:	End Date:

Dept. Name:	Dept. Number:	Requisition Number:

Distribution of Labor Cost

Account	Fund	Finance Dept. ID	Project/Grant	% Applied
601103				
601103				
601103				

Program/Class/Comments:

Financial Services Use Only	☐ Department ☐ Pool ☐ Position ☐ Appointment
	Financial Services Director: _____

Unit Approval

Department Chair: _____   Date: _____

Principal Investigator, if applicable: _____   Date: _____

Administrative Approval

School Dean/Director: _____   Date: _____

Academic Personnel Administrative Review

Academic Eligibility   Semester/Year_____   Units_____
Payroll Unit #_____   Empl Rec #_____
Copy sent to Financial Services on (date)_____
Approved and Keyed into PeopleSoft by_____   Date_____
A copy of this document will be filed in the employee's Personnel Action File.

Guidelines for Completing Appointment of Graduate Assistants Form

As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from this appointment (CBA 2.14). Once you have completed the form, attach a copy of the job description/announcement with submission to academicpersonnel@sonoma.edu. If the student is new to working on campus or new to working as a GA, please have them contact hr@sonoma.edu to complete sign-up. Academic Personnel will issue an appointment letter with procedural information. If you have questions regarding use of this form, please see the process guide on the Academic Personnel website. Open positions must be posted on the Academic Personnel page: http://academicaffairs.sonoma.edu/faculty-affairs/academic-student-employees/employment-opportunities

Please enclose a resume with name, address, phone number, and education and work experience unless this is a reappointment.

- Graduate Assistants may be appointed for an average of up to 20 hours per week when classes are in session and up to 40 hours per week during Intersession and summer. Two appointment types are possible: semester/academic year or monthly. Students on work-study are in a separate job code that is treated as a monthly appointment.
- Semester/academic year appointments are always for the semester or year, with the work schedule falling within the semester(s); partial semester appointments may not be made through this job code. Five monthly payments are issued per semester, starting with the September or February pay period.
- A monthly appointment may begin or end at any time, as long as the Graduate Assistant is enrolled in classes throughout the period of appointment or, during the summer, is expected to return as a graduate student in the fall.
- Graduate Assistants may be appointed to other student classifications such as Teaching Associates or Instructional Student Assistants, but not to any staff or faculty appointments, including Special Consultant or Casual Worker, job codes commonly used for special intermittent work.

Form:

- **Date:** The date the form was filled out.
- **Form completed by and Email:** The person completing the form and the corresponding contact information.

Personnel Action:
The fields should be filled out as follows:

Employee Name	Enter the employee's name here.
Employee ID	This is the employee's identification number assigned in the PeopleSoft system.
Full-time Base Rate of Pay	Full-time base rate of pay is the rate that would be paid if the individual worked an average of 40 hours per week. See the CSU Salary Schedule.
Average hours per week and fraction of appointment	Indicate the hours per week the student employee will be working and the fraction of appointment based on a 40-hour work week. Students can only be hired at either 1- or 0.5-hour intervals (i.e. 10 hrs/wk or 10.5 hrs/wk; cannot hire at 10.20 hrs/wk).
Monthly pay	This is the net monthly pay based on the percentage of the appointment (ex: 10 hrs/week =10/40(FT hrs) = 0.25; 0.25 X FT pay rate $2300 = $575 total monthly pay)

Appointment:
The fields should be filled out as follows:

Graduate Assistant Job Code	This is the CSU Classification Title and corresponding Job Code which are located in the CSU Salary Schedule.
For the semester: **Year:** **Academic Year:**	This is to choose the correct semester the student employee will be working within the academic year. Then choose the calendar year in which the semester occurs. This is the academic year in which the appointment takes place.
Start Date	This is the starting date of the appointment (first day of work). Academic Year/Semester appointments must coincide with the Academic Calendar.
End Date	This is the date the appointment will end (last day of work). Academic Year/Semester appointments must coincide with the Academic Calendar.
Department Name	This is your department name that coincides with the department number.
Department Number	This is your respective department number in PeopleSoft.
Requisition Number	Graduate Assistant positions must be posted on the Academic Personnel website. Use the requisition number corresponding to the number on the position announcement. Example: BIOL_GA_1516 Individuals may be hired without such a posting if they meet either one of these two exceptions: •Appointment is being made in fulfillment of a commitment of support made to the student at the time of admission •Appointment is being made in fulfillment of a commitment of support made to the student under an existing advising relationship with a faculty member If exceptions are met, Academic Personnel must receive a copy of the admission letter or grant related documents attached to this appointment form. ****This appointment is contingent upon verification of Academic Eligibility. Students enrolled in credential programs are not eligible for this position.**

Distribution of Labor Cost:
The fields should be filled out as follows:

Fund	This is the 5 digit (2 alpha and 3 numeric) PeopleSoft fund number. Example: SO100.
Finance Dept ID	This is a 4 digit numeric code. In some cases, this will be different from the HR Department Number.
Project/Grant	If applicable, for the Project, indicate the 5 digit numeric code and the fund number for the Grant.
% Applied	If the appointment will be paid from various funds, indicate the percentage to be applied to each fund.
Program/Class/ Comments	If the funding is specific to a program or class, please indicate here and explain any action with brief comments.
Financial Services Director	Not to be used at the department level.

Approval:

Unit	Only the Department Chair of the corresponding department or the Principal Investigator, if applicable, may sign.
Administrative	Approval by the School Dean or the Director of the Division. The Administrative Manager may sign in the absence of the School Dean.