

Human Resource Services

Graduate Assistant Appointment Data

New Hires and New Assignments

HRS Records
555 S Howes Street, Suite 213
Campus Delivery 6004

Name \_\_\_\_\_

Hire Date \_\_\_\_\_

Department \_\_\_\_\_

Hours per week \_\_\_\_\_

Supervisor \_\_\_\_\_

Appt End Date \_\_\_\_\_

Office Phone \_\_\_\_\_

Salary \_\_\_\_\_

Location \_\_\_\_\_

Room number + four-digit building code

Employee Group Qualifier

- Graduate Research Assistant
Graduate Support Assistant
Graduate Teaching Assistant

Basis of Service

- 9-month
12-month

Reason

- ALL/New Assignment
ALL/New Rehire
ALL/Rehire

Table with 2 columns: Account, %

Conditions of Appointment

May include conditions of appointment, comments, source of tuition, teaching and/or research experience.

Three horizontal lines for text entry.