

Electronic Appointment Process  
**Graduate Assistant Search Process FAQ's**  
(Updated 12/5/2008)

**Tracking Number**

See Graduate Assistant New Position Request

**Position Number**

The Position Number is assigned by the system when the position record is created by HRS/Budget in the IBM data base. The Position Number cannot be changed once a record has been created. If needed, HRS/Budget can reassign a Position Number for a Search Request or Appoint Request.

**Department** - See Graduate Assistant New Position Request

**Official Title** - See Graduate Assistant New Position Request

**Working Title Description** - See Graduate Assistant New Position Request

**Percent Time** - See Graduate Assistant New Position Request

**Appointment Length**

The Appointment Length indicates the specific term that the individual will be appointed. The system will use this field to determine the Biweekly Rate or Hourly Rate for the position based on the Percent Time.

The Appointment Length can be changed as the Search Request and Appoint Request go through the approval process. If the Appointment Length is changed, the Salary for the Position may also need to change.

If the Appointment Length is changed in the Appoint Request, the system will pull new Appointment Start Dates and Appointment End Dates based on the new Appointment Length. The user should check these dates and change as needed.

**Salary for the Position** - See Graduate Assistant New Position Request

**Funding** - See Graduate Assistant New Position Request

**Tuition** – See Graduate Assistant New Position Request

**Student Insurance** - See Graduate Assistant New Position Request

**Describe the Specific Need for the Position** - Do not need

**Comments** - See Graduate Assistant New Position Request

**Cost of Position** – See Graduate Assistant New Position Request.

**Attachments** - See Graduate Assistant New Position Request