

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

**Tracking Number** - See Graduate Assistant New Position Request

**Position Number** - See Graduate Assistant Search Process

**PSU ID#**

Enter the PSU ID# of the individual selected for the position. The system will populate the individual's name from the PSU People File.

**Name**

The Name pulls from the PSU People File based on the PSU ID# entered above. Be sure that the name displayed matches the name of the appointee. The user cannot change the displayed name without entering a different PSU ID#, above.

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

**Official Title Description** - 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** - See Graduate Assistant Search Request

**Appointment Start Date**

The system will display Appointment Start and End Dates based on the Appointment Length.

The Appointment Start Date for a can be changed if the employee will start late. To change the default Appointment Start Date, enter mm/dd/yyyy.

Note that an employee cannot start work until the approval process has been completed and the Appointment Start Date may be changed as needed.

The Appointment End Date cannot be changed through the electronic appointment process.

If a Graduate Teaching, Research or Administrative Assistant stops working prior to the Appointment End Date, the Timekeeper will need to terminate the GA in the Time and Leave process.

**Appointment End Date** - See Graduate Assistant Appoint Process, Appointment Start Date, above.

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**Pay Method** (Hourly rate for non-exempt position or Bi-weekly rate for exempt positions)

**Hourly Rate**

Graduate Administrative and Research Assistant positions are non-exempt and are paid an hourly rate. The system will display the approved hourly rate for positions funded by General Use funds (104). The hourly rate can be changed only for Graduate Administrative or Research positions funded by Restricted Fee funds or Restricted Use/Grant funds (241, 341 or 351).

**Biweekly Rate**

Graduate Teaching positions are exempt and are paid a Biweekly Rate. The system will display the approved Biweekly Rate for positions funded by General Use funds (104) based on the Appointment Length and Percent Time. The Biweekly Rate can be changed only for Graduate Teaching Assistant positions funded by Restricted Fee funds or Restricted Use/Grant funds (241, 341 or 351).

**Salary for the Position (Non-Exempt & Exempt)** - 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

**Total Cost of Position** – Se Graduate Assistant New Position Request

**Criminal Background Check Date**

Criminal Background Check Required - To Be Determined (or TBD) upon Appointment

The individual appointed to this position must have a satisfactory Criminal Background Check before the Appoint Request can be approved IF the individual will work 6 months or more.

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

**I-9 Form**

If an I-9 form is needed, the individual will need to complete a new I-9 form within 3 working days of the appointment. If the appointment is for less than 3 days, they must complete the I-9 form on or before the appointment date. The individual must go to Human Resource Services, 204 Russ Hall, to complete the I-9 form and provide documentation.

If an I-9 form must be updated, HRS will update the I-9 form. HRS will contact the individual if additional information is needed.