The University of Toledo

**Graduate Assistant Personnel Action (GAPA)**

This form is used for changes or additions to payroll for object codes 81302, 81303, 81304, 81305, 81306, 81307, and 81308. (81308 - Graduate Students only).

**Banner Forms Quick Reference Guide**

**Addition to Payroll**
- [ ] Rehire
- [ ] Change

**Web Report Library**

- PEIADDR
- PEAEMPL
- NBAJOBS

**Related Forms Checklist**

- Current Program: Masters
- Doctoral
- PEIADDR
- PEIFACT
- Resident Code: R
- N
- NBAJOBS

**G1 - Graduate Assistant**

- Employment Dates: Begin Date, End Date
- Payroll Dates: Payroll Code, Payroll End Date
- Fire Status Code: Fill in code unless separate code is used in account listed
- Hours Worked: Fill in code unless hours worked are different per account or term

**Additional Remarks**

**Approvals** (Please sign in blue and initial all changes)

<table>
<thead>
<tr>
<th>Paying Department</th>
<th>Date</th>
<th>Ext.</th>
<th>Vice President/Dean of Graduate School/Graduate School Manager</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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**Graduate School Only**
- [ ] GPA Eligible
- [ ] Visa Eligible (if applicable)
- [ ] Access Input ______________________/
- [ ] SIS Input ______________________/

**PEIFACT**

- [ ] Retired
- [ ] Rehired
- [ ] Change
- [ ] New Hire
- [ ] Increased Pay
- [ ] Decreased Pay
- [ ] Effective Date
- [ ] Expiration Date

**Check Date**

- [ ] Post Only
- [ ] New Hire
- [ ] Effective Date
- [ ] Expiration Date

**Library**

- [ ] Rehired
- [ ] Change
- [ ] New Hire
- [ ] Increased Pay
- [ ] Decreased Pay
- [ ] Effective Date
- [ ] Expiration Date

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