



Graduate Assistant Personnel Action (GAPA)

The University of Toledo

Original altered after submission

This form used for changes or additions to payroll for accounts 61302, 61303, 61304, 61305, 61306, 61307, 61309, 61312, 61313, 61314, 61315, 61316, 61317, 61318, 61319, and 61320.

Addition to Payroll

Rehire

Change

Name (Last)	(First)	(Middle)	Social Security Number	Rocket ID	Date of Birth
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Address (Type)	(Number and Street)	(City)	(State)	(Zip Code)	(Nation)
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Appointments:		Residency:		Related Forms Checklist:	
Current Program: ___ Masters ___ Doctoral ___	Hrs per wk: ___ FT (20 hrs) ___ PT (10 hrs)	___ International (I-9 must be completed in International Student Services) UT Alt ID: 99 _-_-_- Resident Code: ___ R ___ M ___ N			

Duties: (Each duty selected will require an index and account in the stipend section)

___ Teaching (Responsible for awarding grades) ___ Limited Teaching (Does NOT award grades. Assists reg. faculty.)	___ Research (assigned to faculty member _____) ___ Administration (Clerical/desk work)	___ Internship (Grad Only- Undergrad use SEPA Form)
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Change From (indicates position currently on system):

Home Dept Org	Position Class / Title	Employee Class	Check Dist
	First Distribution	Second Distribution	Third Distribution
Employment Length: (Terms may not cross academic years)	<input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only	<input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only	<input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only
Position Control Number			
Index and Account			
Stipend			
Merit Award (if Applicable)			
Total			
Employment Dates	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:
Fee Subcode: Fill in once unless separate code is used in accounts listed.	8 _____ Or Grant _____	8 _____ Or Grant _____	8 _____ Or Grant _____
Hours Waived: Fill in once unless hours waived are different per account or term.	<input type="checkbox"/> 100%-12 hrs <input type="checkbox"/> Other: <input type="checkbox"/> 50%-6 hrs	<input type="checkbox"/> 100%-12 hrs <input type="checkbox"/> Other: <input type="checkbox"/> 50%-6 hrs	<input type="checkbox"/> 100%-12 hrs <input type="checkbox"/> Other: <input type="checkbox"/> 50%-6 hrs
			___ Insurance ___ Full ___ Subsidy ___ General Fee ___ Other
			___ Split funding: (One dept. paying stipend; another paying tuition)

Change To:

Home Dept Org	Position Class / Title	Employee Class	Check Dist
	First Distribution	Second Distribution	Third Distribution
Employment Length: (Terms may not cross academic years)	<input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only	<input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only	<input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only
Position Control Number			
Index and Account			
Stipend			
Merit Award (If Applicable)			
Total			
Employment Dates	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:
Fee Subcode: Fill in only if changed.	8 _____ Or Grant _____	8 _____ Or Grant _____	8 _____ Or Grant _____
Hours Waived: Fill in only if changed.	<input type="checkbox"/> 100%-12 hrs <input type="checkbox"/> Other: <input type="checkbox"/> 50%-6 hrs	<input type="checkbox"/> 100%-12 hrs <input type="checkbox"/> Other: <input type="checkbox"/> 50%-6 hrs	<input type="checkbox"/> 100%-12 hrs <input type="checkbox"/> Other: <input type="checkbox"/> 50%-6 hrs
			___ Insurance ___ Full ___ Subsidy ___ General Fee ___ Other
			___ Split funding: (One dept. paying stipend; another paying tuition. List depts. in Remarks.)

Additional Remarks

	Primary Job Change Reason
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Approvals

Paying Department 1	Date	Ext.	Vice Provost/Dean of Graduate School/Graduate School Manager 4	Date
2	Date	Ext.	Grants Accounting (If Applicable)	Date
Business Manager or Dean/Designee 3	Date	Ext.		