



Graduate Assistant Personnel Action (GAPA)

The University of Toledo

Reset

This form used for changes or additions to payroll for object codes 61302, 61303, 61304, 61305, 61306, 61307, and 61309. (61309 – Graduate Students only).

Addition to Payroll

Rehire

Change

1

Name (Last) _____ (First) _____ (Middle) _____		Social Security Number _____	Date of Birth _____
Address (Type) _____	(Number and Street) _____	(City) _____	(State) _____ (Zip Code) _____
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) Resident Code: ___ R ___ M ___ N	Payroll Forms: <input checked="" type="checkbox"/> if attached ___ W-4 ___ Retirement Exemption ___ ECI -OR- ___ PERS/STRS Form ___ State Tax Form ___ SSA-1945 Other Forms: <input checked="" type="checkbox"/> if attached ___ I-9 (Employment Eligibility) - NEW Graduate Assists only ___ Internship Agreement – NEW Internship students only
Duties: (Each duty selected will require an index and account in the stipend section)			
___ Teaching (Responsible for awarding grades)		___ Research (assigned to faculty member _____)	
___ Limited Teaching (Does NOT award grades. Assists reg. faculty)		___ Administration (Clerical/desk work)	
Accounts: 61302–Masters 61303–Doctoral 61304–SUMMER		Accounts: 61305–Masters 61306–Doctoral 61307–SUMMER	

Home Dept Org _____	Job Title _____	Employee Class G1 - Graduate Assistant	Check Dist _____
Employment Length: (Terms may not cross academic years)	First Distribution <input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only	Second Distribution <input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only	Third Distribution <input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only
Position Control Number _____	Grant Fees Paid: ___ Insurance ___ Subsidy ___ General Fee ___ Other	Split funding: (One dept. paying stipend; another paying tuition.)	
Index and Account _____	Stipend _____	Stipend: _____	
Merit Award (if Applicable) _____	Total _____	Total: _____	
Employment Dates: _____	Begin Date: _____ End Date: _____	Begin Date: _____ End Date: _____	Begin Date: _____ End Date: _____
Fee Subcode: _____	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 _____

Change To:			
Home Dept Org _____	Job Title _____	Employee Class G1 - Graduate Assistant	Check Dist _____
Employment Length: (Terms may not cross academic years)	First Distribution <input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only	Second Distribution <input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only	Third Distribution <input type="checkbox"/> Acad. Year <input type="checkbox"/> Summer <input type="checkbox"/> Fall only <input type="checkbox"/> Spring Only
Position Control Number _____	Grant Fees Paid: ___ Insurance ___ Full ___ Subsidy ___ General Fee ___ Other	Split funding: (One dept. paying stipend; another paying tuition. List depts. in Remarks.)	
Index and Account _____	Stipend _____	Stipend: _____	
Merit Award (if Applicable) _____	Total _____	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 _____

Additional Remarks

Approvals (Please blue and initial all changes.)				
Paying Department _____	Date _____	Ext. _____	Vice Provost/Dean of Graduate School/Graduate School Manager	Date _____
Business Manager or Dean/Designee _____	Date _____	Ext. _____	Grants Accounting (If Applicable)	Date _____

Graduate School Use Only: GPA Eligible Visa Eligible (if applicable) Access Input _____ / _____
 Hold/Question: _____ / _____ SIS Input _____ / _____

Graduate Assistant Personnel Action Form (GAPA)

1. Addition to Payroll/ Rehire/ Change:
 - a. Addition to payroll: mark this box if individual has never been on payroll (Does not have an existing Rocket #).
 - b. Rehire: mark this box for individuals who have a Rocket # and are returning after a termination or starting a new assignment.
 - c. Change: mark this box when you make a change in someone's current assignment.

2. Obtain information from individual regarding Name, Rocket #, SSN (addition to payroll only), and Address. <http://reports.utoledo.edu/> Addresses, birth date, and SSN (999 # if SOC not available) only needed for new employees.
 - a. Address Types: PU-Permanent USA, IN-International (requires Nation Code).
http://humanresources.utoledo.edu/PersonnelAction/Nation_Codes.pdf.

3. Appointments:
 - a. Masters or Doctoral. (Required. Select one.) The student's rank as shown on SIS Screen 110. If a student is in a straight-through program (masters and doctoral simultaneously), use the rank of doctoral.

4. Residency (Required. Select code listed on SIS Screen 110.) Remember, because a student has an Ohio driver's license or has resided in Ohio for a period of time, does not mean the student is a RESIDENT of Ohio. Refer to the residency guidelines printed on the Graduate School Application:
 - a. International - any student currently holding a visa status in SIS Screen 103. All international students are non-residents (N). If you check the international line, a check will automatically appear in the Resident Code "N" on the next line and a field for the 999 # will be present.
 - b. Other Residency Codes:
 - i. R - Resident Student is an Ohio resident as determined by the residency guidelines on the Graduate Application.
 - ii. M - Michigan Reciprocity. This code charges the resident rate for some students in Michigan. NOT all students from

Michigan qualify for this code. Please refer to SIS Screen 110 for the proper code.

- iii. N - Non-resident. Students that are not residents of Ohio as determined by the residency guidelines on the Graduate Application and all international students.

- 5. Related Forms Checklist: Forms required to add a student to the system. Check only the ones you will be attaching to the GAPA Form. The Graduate School will notify you should a checked form not be attached. Payroll Forms please contact the Payroll Office for specific questions regarding these forms, or to obtain the actual form. Forms may also be obtained via the Payroll website:
 - a. W4 Federal Tax Withholding Form,
 - b. ECI Employee Citizenship Identification Form,
 - c. State Tax Form, State Tax Withholding Form,
 - d. Retirement Exemption or PERS/STRS forms. The student must decide if they want PERS/STRS withheld from their check. If not, the student must complete the Retirement Exemption Form. If they do, the student must complete the appropriate PERS/STRS Form.
 - e. Other Forms required to be submitted to the Graduate School include the:
 - i. I-9 Employment Eligibility form. This form is required for every new Graduate Assistant, regardless if the student submitted the form elsewhere on campus. Copies are not acceptable. Domestic students are completed by the department. These forms may be obtained from the Immigration and Naturalization website, or from the main PA website menu.
 - ii. International Students are completed by International Student Services.
 - iii. Internship Agreement, new internships students only. Form must be signed by Dean of Graduate School.
- 6. Duties: (Required. Select up to three). Very Important! Duties, Rank and Term are the three pieces of information that determine the [account code](#). One duty can be selected for each [index number](#) and [account code](#) listed.
 - a. Teaching: The student is teaching the course and is responsible for awarding grades.
 - b. Limited teaching: A faculty member is teaching the course, but the student is assisting that faculty member via grading papers, lab work, etc. The student is NOT responsible for awarding grades (although they may enter them).
 - c. Research: Assigned to a faculty member working on research projects. Please enter the name of the faculty member the student is assigned to.

- d. Administration: Students that are performing office/clerical type work.
 - e. Internship: Only used for internship agreements in place or attached.
7. Home Department /Check Distribution:
- a. The department in which the individual will be working.
8. Job Title.
9. Employee Class will be G1.
10. Employment Length: (Select one per account.) Please check the appropriate term for each account entered. This should coincide with the "Begin" and "End dates."
- a. Academic Year consists of Fall and Spring.
 - b. Summer begins the budget year.
 - c. Fall Only/Spring Only students will only be working one term.
11. Position Control Number:
- a. It is very important that the PCN# match the account listed on the GAPPA for paying the stipend. If you have more than one account paying a stipend, you must list each corresponding PCN#. Three accounts paying a stipend = Three PCN#s. Where do I get one if I do not see a listing, or I have a new account? Contact the Budget Office via e-mail or phone and request a new PCN#. In most cases, it takes from a few minutes to an hour to get a new one e-mailed to you.
12. [Index Number](#) and Account Code:
- a. [Index numbers](#) should be from the paying department. Type the six digit index number, hit tab, type the five digit [account code](#).
13. Stipend: This is the amount of funding for the student for the time period indicated in the Begin Date and End Date box in for the employment dates. If you are funding a student for an academic year, put in the total amount for the academic year, not per semester. When input is done by the Graduate School, the amount listed for the academic year is split in half and entered by term.
14. Merit Award: Rarely used, but may be additional money given to a student beyond their stipend for reasons of merit.
15. Total: Total of column of funding for each account. This field will automatically calculate.

16. Employment Dates: (Begin Date and End Date): These dates must coincide with the Payroll schedule. Issues regarding start dates other than those listed on the website should be directed to the payroll office. It is important to note that if you put a student on for one term at a time, as opposed to the entire academic year, it will affect the number of paychecks the student receives. For example: Term of Employment, Amt of Stipend, # of Checks, Amt of Checks, and Check over break?
- Fall Only: \$2,700 total, 9 pay of \$300.00. No Checks during Christmas break.
 - Spring Only: \$2,700 total, 9 pays of \$300.00. First checks after Christmas break.
 - Fall/Spring Combined: \$5,400 total, 19 pays of \$284.21. Will have continuous checks from beginning of academic year through end.
17. Fee Sub code (a.k.a. BR Code): The code used to pay the tuition portion of the assistantship. This code may be a department code or a BR code for grants. A departmental code will always begin with an "8" and four additional digits. If a grant is paying the tuition, please indicate the grant number on the second line. Please use the following link for BR code lookups. <http://gradschool.utoledo.edu/pages/facultystafflinks.asp>
- This code need only be entered once unless separate codes are to be used for separate terms as indicated in the First/Second/Third Accounts.
- For example, a student may be covered under the department BR Code for tuition during the Fall, but move to a grant paying the tuition for Spring. In this case, there would be two index numbers and account codes and two BR Codes.
18. Hours Waived: (Select one per term.) Check the box that indicates the number of tuition hours waived for the student for the term indicated:
- 100%: 12 hrs, a full-time graduate assistant will have 12 hours paid.
 - 50%: 6 hrs, a part-time graduate assistant will have 6 hours of tuition paid.
 - Other: any hours other than 6 or 12. Please specify
19. Grant Fees Paid: Check any known fees paid by the grant:
- Insurance: check this box if the grant will pay all or a portion of the student's health insurance. This will determine what the graduate school enters as far as insurance subsidy. If insurance is checked, please indicate what portion of the insurance the grant will pay: (Select one.)
 - Full (The entire cost of the insurance)
 - Subsidy (A portion of the cost of the insurance)
 - General Fee: Check if the grant will pay the student's general fee.
 - Other: List any other fees paid by the grant, such as tech fees, etc.

20. Split Funding: Check this box if a student is “split” between departments or colleges. Split funding means that one area will pay the tuition and one will pay the stipend. Checking this box notifies the Graduate School that the index number/account code behind the fee sub code is different than the index number/account code listed as paying the stipend. Special entries must be made on the part of the Graduate School in order to charge the correct departmental account.
21. Change To: Appears only if the “Change” box was checked at the top of this form. This section used only when a change is made to an existing assignment. If you uncheck the box after information has been entered, the information will reappear if you re-check the “Change” box. Remember, an account change requires a PCN# change also. Timesaver: Recall the saved PDF version of the original form and click the “Change” box to add the “Change To” section. Be aware the original may have been altered after submission the first time.
22. Additional Remarks/Explanations: Use this section to describe any unusual circumstances or special funding issues for a student. If you checked the “Split Funding” box, please indicate the two areas splitting the funding, and the funding portion each is responsible for. Such as: Engineering paying tuition; Business paying stipend Civil Engineering paying tuition, Mechanical Engineering paying stipend. Failure to report the split may cause reconciliation errors on budget transfers.
23. Approvals: **After printing the form**, secure the designated signatures before forwarding the original and one copy (with signatures showing) to the Graduate School. Remember – you will not receive a copy back.