



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

Web Report Library

PPIADDR

Name (Last)	(First)	(Middle)	Social Security Number	Date of Birth
Address (Type)		(Number and Street)	(City)	(State) (Zip Code)

PEIFACT

Appointments:		Resident Code: R M N	Related Forms Checklist:		
Current Program: <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral	Hrs per wk: <input type="checkbox"/> FT (20 hrs) <input type="checkbox"/> PT (10 hrs)	International (I-9 must be completed in International Student Services)	Payroll Forms: <input checked="" type="checkbox"/> if attached <input type="checkbox"/> W-4 <input type="checkbox"/> ECI <input type="checkbox"/> State Tax Form	<input type="checkbox"/> Retirement Exemption <input type="checkbox"/> -OR- <input type="checkbox"/> PERS/STRS Form <input type="checkbox"/> SSA-1945	Other Forms: <input checked="" type="checkbox"/> if attached <input type="checkbox"/> I-9 (Employment Eligibility) - NEW Graduate Assnts only <input type="checkbox"/> 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)		Internship (Grad Only - Undergrad use SEPA Form) Account: 61309	
Limited Teaching (Does NOT award grades. Assists reg. faculty.) Accounts: 61302 –Masters 61303 –Doctoral 61304 –SUMMER		Administration (Clerical/desk work) Accounts: 61305 –Masters 61306 –Doctoral 61307 –SUMMER			

PEAEMPL

Home Dept Org	Job Title	Employee Class	G1 - Graduate Assistant	Check Dist
Employment Length: (Terms may not cross academic years)	Position Control Number	Index and Account	Stipend	Merit Award (if Applicable)
Total Amt Per Pay	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 _____	8 _____ Or Grant _____
Hours Worked: Fill in once unless hours worked 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 _____	<input type="checkbox"/> 100%-12 hrs <input type="checkbox"/> Other: _____ <input type="checkbox"/> 50%-6 hrs _____

NBAJOBS

NBAJOBS

PEAEMPL

Split funding:
(One dept. paying stipend; another paying tuition)

Additional Remarks				
Approvals (Please sign in blue and initial all changes.)				
Paying Department	Date	Ext.	Vice Provost/Dean of Graduate School/Graduate School Manager	Date
1			3	
Business Manager or Dean/Designee	Date	Ext.	Grants Accounting (If Applicable)	Date
2			4	

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

Banner Forms Quick Reference Guide