



# Graduate Assistant Personnel Action (GAPA)

The University of Toledo

- ☐ New Hire
- ☐ Rehire
- ☐ Change
- ☐ Clinical
- ☐ Non Clinical
- ☐ Home Base Care

Name (Last) (First) (Middle)			Rocket ID R		Date of Birth		
Appointments:			Residency:				
Current Program		Hours per week:		Resident Code:			
Home Department Organization			Employee Class G1 - Graduate Assistant		Department Mail Stop		
		First Distribution		Second Distribution		Third Distribution	
Employment Length:							
Position Class / Title							
Position Control Number							
Index and Account							
Stipend							
Merit Award (if Applicable)							
Total		Amount Per Pay					
Employment Dates		Net Pays		Begin Date: End Date:		Begin Date: End Date:	
Exemption Code: Fill in once unless separate code is used in accounts listed.		Or Grant		Or Grant		Or Grant	
Hours Waived: Fill in once unless hours waived are different per account or term.							
Grant Fees Paid:		Insurance General Fee Other		Insurance General Fee Other		Insurance General Fee Other	
Split funding: (One department paying stipend; another paying tuition)							

Additional Remarks				Primary Job Change Reason					
Approvals (Please sign in blue and initial all changes.)				Form Created by:		Contact Ext.		Email Address:	
Paying Department 1		Date		Ext.		Vice Provost/Dean of Graduate School/Graduate School Manager 4		Date	
PI Approval (If applicable) 2		Date		Ext.		Grants Accounting (If Applicable) 5		Date	
Business Manager or Dean/Designee 3		Date		Ext.					

Graduate School Use Only:

GPA Eligible  
Hold/Question:

Visa Eligible (if applicable)

Access Input /  
Tuition Input /