



GRADUATE SCHOOL GRADUATE APPOINTMENT PROCESS

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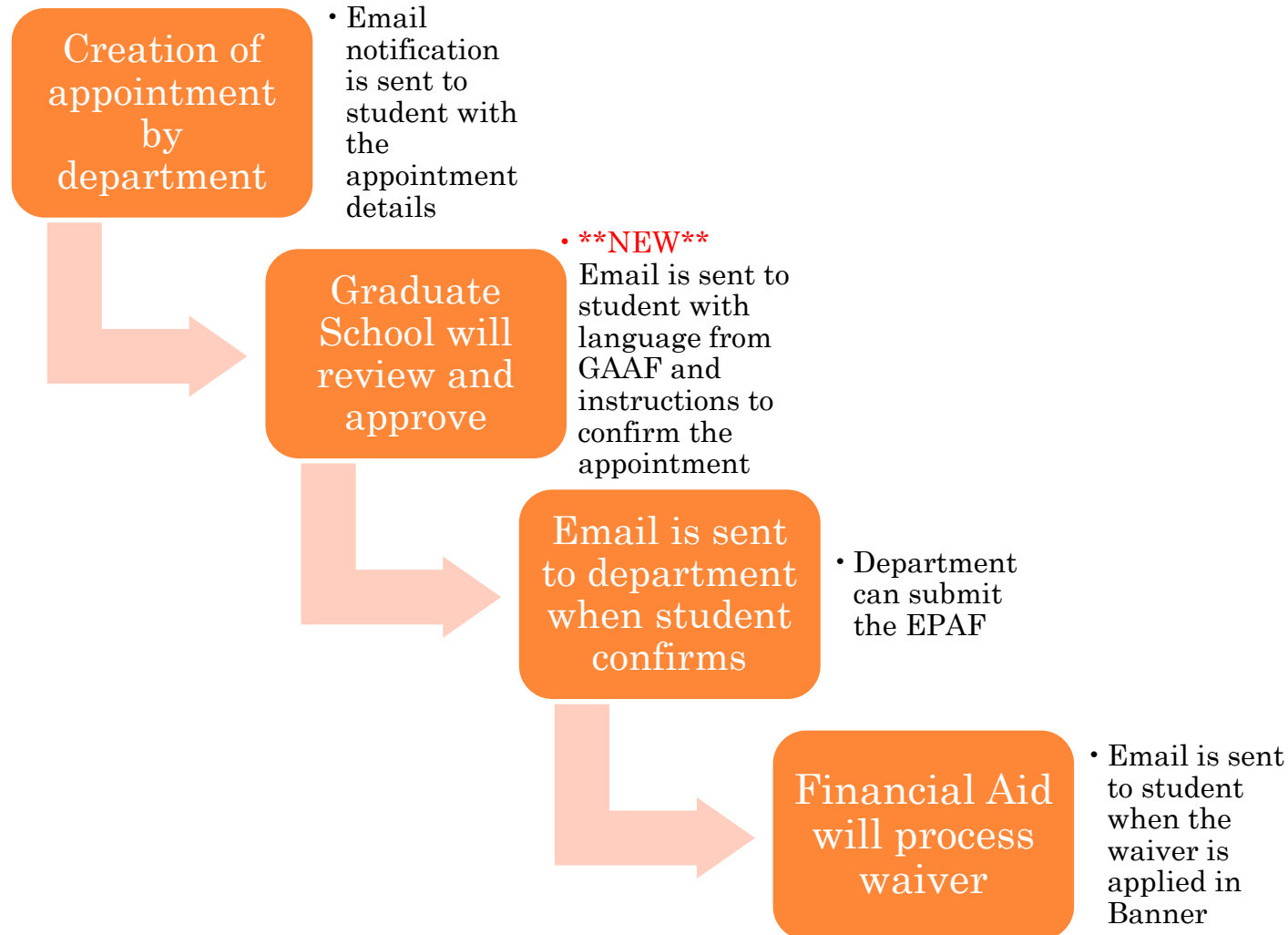
994-7442

GRADUATE APPOINTMENTS PROGRAM

- What's new in 2015?
 - No paper signature on GAAF required!
 - No paper GAAF required at all!
 - Departments will enter stipend amount/dates/hours online
 - Student will confirm their appointment online
 - Waivers must be done for each semester
 - Appointment dates can vary (I'll demo this for clarification)
 - If a student receives a waiver only- they do not need to confirm



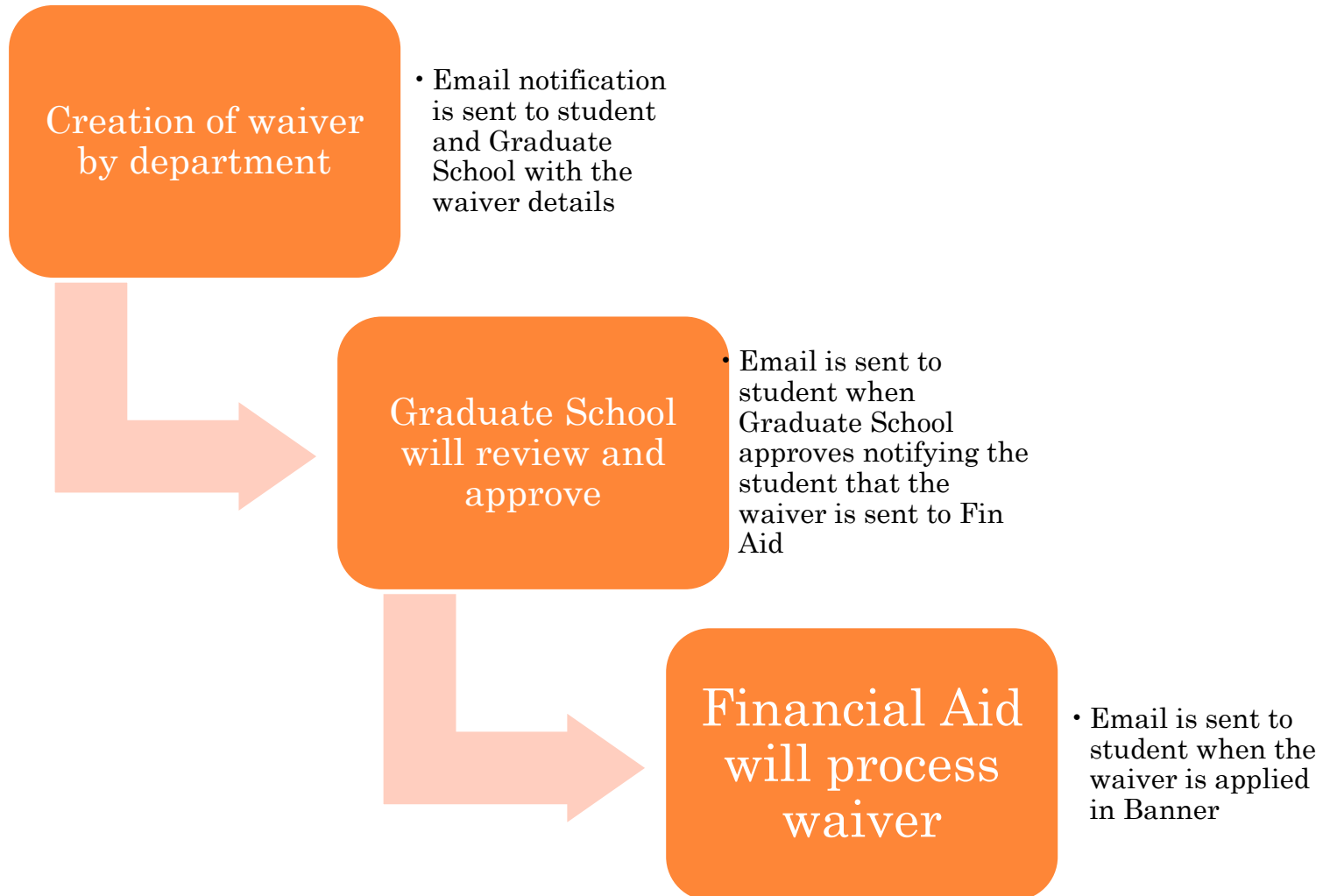
GRADUATE APPOINTMENTS: PROCESS OVERVIEW: STUDENT WITH APPOINTMENT AND WAIVER



GRADUATE APPOINTMENTS:

PROCESS OVERVIEW:

STUDENT WITH ONLY A WAIVER (NO STIPEND)



GRADUATE APPOINTMENTS: TIPS

- If Grad School has not approved an appointment—changes can be made and resubmitted
- If Grad School has not approved an appointment, the waiver can be deleted by the department
- If Grad School has approved, then submit a revision for the correct number of credits or amount or call Maya.
- You will see all waivers under your ORG – not only under your log in credentials
- Hours can be 0-19 hours
- Hourly rate must be greater than or equal to \$11.40
- If student is only receiving a waiver, enter zero for stipend and hours
- Do not submit your EPAF to HR until the student has electronically confirmed



GRADUATE APPOINTMENTS: TIPS

- Log in with Banner user name and password
- This has a separate security class – please notify Laura of any personnel changes to add/remove users from security group
- Link is available on our Forms page, along with a video tutorial
- See attachments for examples of the emails the student sees



GRADUATE APPOINTMENTS: REPORTING

- Reports are available from the Department Reports button
- Reports are by semester
- Reports can be in pdf or csv format
- Reports from the Graduate Appointments Database represent the waivers/stipends you submitted, not necessarily what was used
- Used waivers are available from SAIS
- Contact Laura with any questions regarding reporting, how to use reports, or how to use SAIS



GRADUATE APPOINTMENTS: REPORTING, FUTURE CHANGES

- I have heard your frustrations with matching the waivers given and waivers used. Since the “waivers given” are not in Banner the only way to track this is matching the Graduate Appointment Database with your SAIS reports.
- I am working with Financial Aid, Accounts Receivable and the Budget Office to create a field in Banner to better track this. A field in Banner will be added to signify the “employing department”.



GRADUATE SCHOOL APPOINTMENTS

- Questions, comments, or suggestions

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