



FOR STUDENT BEING HIRED BY STUDENT'S *OWN* PROGRAM
GRADUATE ASSISTANT PERSONNEL ACTION FORM

PF2A-1

SECTION A:

Hiring Department _____ Budget Number (9 Digits) _____

Appointment term: _____
 (fall, spring, summer, or annual) (year)

SECTION B: Please provide information about all assistantships (and funding sources) being offered to a **single student**.

Name (Last, First, M.I.)	Panther Number (9 digits)	Employee ID# (6 digits)	Title/Level	FTE	Speedtype	Total Compensation	Per month compensation	Start Date	End Date
<i>Example -Doe, John M.</i>	<i>xxx-xx-xxxx</i>	<i>xxxxxx</i>	<i>GTAA</i>	<i>20%</i>	<i>HABC4</i>	<i>\$2,000</i>	<i>\$500</i>		

SECTION C:

Does student have another graduate assistantship? Yes No

If yes, with which department? _____ Working FTE for this appointment (i.e. 20%)? _____

_____ Current Hirer's/Initiator's name

I have received a copy of the university's Graduate Assistant Policy (7/14/06)

_____ Current Hirer's/Initiator's signature phone # _____ date _____

_____ **Student's signature**

SECTION D: Please indicate the type of tuition waiver requested for this student. The computer system will only allow either a "full" or "half" waiver.

Half Waiver _____
 (signature of hiring unit and date)

_____ Comments

Full Waiver _____
 (signature of hiring unit and date)

_____ Comments

SECTION E:

_____ Authorized Name and signature for Budget Unit Date _____

If student has not worked at Ga. State University in the last 12 months, please provide student with a copy of this form to take to HR for hire packet purposes.

_____ Dean, VP, Provost, or President (or authorized designee, as required) Date _____