



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

**PF2A-2**

**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.)	PantherNumber (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:**

I have approval of my program to hold this graduate assistantship? Yes \_\_\_\_\_ No \_\_\_\_\_

Does student have another graduate assistantship? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, with which department? \_\_\_\_\_

\_\_\_\_\_ Current Hirer's/Initiator's printed name

**Student's Signature:** \_\_\_\_\_ **Name of Program** \_\_\_\_\_

Working FTE for this appointment (i.e. 20%)? \_\_\_\_\_

*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 \_\_\_\_\_