



# OHR 131/Graduate Teaching/Research Assistant Appointment Proposal/Payroll Authorization

Prepared by: \_\_\_\_\_ Phone # \_\_\_\_\_ Request Date: \_\_\_\_\_

Grad School Use  Eligibility chklst: major code _____ residency _____ acad stndg _____ TSE/SPK _____ SESF _____  Appt compliance: cuml wrk hrs _____  Waivers: object code _____  Year % remission FL _____ SP _____ SU _____	<p><b>TO BE COMPLETED BY EMPLOYING DEPARTMENT (Please print or type)</b></p> <p>Student Name _____ myWSU ID _____  <small>Last First MI</small></p> <p>(time sheet department) Depart name: _____ time sheet _____ Ext # _____ Box # _____  <small>org #:</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Org/Dept #</th> <th style="width: 30%;">Grant #</th> <th style="width: 20%;">Fund #</th> <th style="width: 20%;">Amount \$</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Start Date _____ End Date _____ Total Stipend _____</p> <p>Hours per week (check only one box):  <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">5</td> <td style="border: 1px solid black; width: 20px; text-align: center;">10</td> <td style="border: 1px solid black; width: 20px; text-align: center;">16</td> <td style="border: 1px solid black; width: 20px; text-align: center;">20</td> <td style="border: 1px solid black; width: 20px; text-align: center;">one time pay</td> </tr> </table> </p> <p>Supervisor's Name _____ Supervisor myWSU ID _____          UGRA Project Title: _____</p> <p><b>Check one item only. Submit one appointment form for each category.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%;">Course (catalog #)</th> <th style="width: 10%;">CRN</th> <th style="width: 15%;">Credit hrs</th> </tr> </thead> <tbody> <tr> <td> <b>1. Direction instruction (GTA/1150)*</b>                      Is responsible for courses, sections, or labs                 </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> <b>2. Assisting instruction (GTA/1120)*</b>                      Aids direct instruction by supervising or coordinating recitation, lecture, problem, or lab sessions, or by preparing materials or visual aids.                 </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4">                     * Spoken English Screening Forms must be submitted to Human Resources for all GTAs (unless previously submitted). Test of Spoken English score (of 50 or above) must be on record for non-native speakers of English and those who receive non-passing scores on the Spoken English Screening Form.                 </td> </tr> <tr> <td> <b>3. Assisting in Research (GRA/1130)</b>                      Supplies technical assistance, collects data, performs statistical analysis, etc. not related to the instructional process of the University                 </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> <b>4. Assisting University service units (GSA/1140)</b>                      Provides assistance to administrators by helping maintain records, preparing reports, collecting data, etc. (Library, student services, etc.)                      Identify duties:                 </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Org/Dept #	Grant #	Fund #	Amount \$													5	10	16	20	one time pay		Course (catalog #)	CRN	Credit hrs	<b>1. Direction instruction (GTA/1150)*</b> Is responsible for courses, sections, or labs				<b>2. Assisting instruction (GTA/1120)*</b> Aids direct instruction by supervising or coordinating recitation, lecture, problem, or lab sessions, or by preparing materials or visual aids.				* Spoken English Screening Forms must be submitted to Human Resources for all GTAs (unless previously submitted). Test of Spoken English score (of 50 or above) must be on record for non-native speakers of English and those who receive non-passing scores on the Spoken English Screening Form.				<b>3. Assisting in Research (GRA/1130)</b> Supplies technical assistance, collects data, performs statistical analysis, etc. not related to the instructional process of the University				<b>4. Assisting University service units (GSA/1140)</b> Provides assistance to administrators by helping maintain records, preparing reports, collecting data, etc. (Library, student services, etc.) Identify duties:			
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