



OHR 132/Graduate Teaching/Research Assistant Appointment/Payroll Change of Status

Prepared by: _____ Phone # _____ Request Date: _____

Grad School Use	TO BE COMPLETED BY EMPLOYING DEPARTMENT (Please print or type)			
Appt compliance: cum wrk hrs _____	Student Name _____ Last _____ First _____ MI _____ myWSU ID _____			
Waivers: object code _____	(time sheet department) Depart name: _____		time sheet org #: _____	Ext #
Year % remission _____	CURRENT STATUS:			
FL _____ SP _____ SU _____	Total Stipend : _____	Start Date _____	End Date _____	
		5 10 16 20	one time pay	
	Hours per week (check only one box):			
	Account Code: 1150 GTA direct _____	1120 GTA assist _____	1130 GRA _____	1140 GSA _____
	PROPOSED STATUS:			
Grad School Use:	Org/Dept #	Grant #	Fund #	Amount \$
	Start Date _____	End Date _____	Total Stipend _____	
	Hours per week (check only one box):	5 10 16 20	one time pay	
	Account Code: 1150 GTA direct _____	1120 GTA assist _____	1130 GRA _____	1140 GSA _____
	Supervisor's Name _____	Supervisor myWSU ID _____		
	UGRA Project Title: _____			
	Reason for Change: _____			
	TERMINATION: Last Day Worked _____			
	Reason for Change/Comments: _____			
	GTA CHANGES MUST INCLUDE ADDITIONS OR DELETIONS TO PREVIOUSLY APPROVED APPOINTMENT			
	Add (A) / Delete (D)	Course (catalog #)	CRN	Credit hrs
Payroll: Pos # _____	GRANT FUNDING		ALL OTHER FUNDING	
Org. # _____				
Fund # _____	Project Director _____	Date _____	Budget Officer or Dept. Chair _____	Date _____
Org. # _____				
Fund # _____	Budget Review Officer _____	Date _____	Budget Review Officer _____	Date _____
Org. # _____				
Fund # _____	Research Administration _____	Date _____		
	Dean of Graduate School _____	Date _____	Dean of Graduate School _____	Date _____
	Department must keep a copy, obtain appropriate signatures (as per funding) in the order listed; then send original to Graduate School, Campus Box #4, for processing. Graduate School keeps a copy and routes original to Financial Operations-Payroll for processing, Payroll keeps a copy and sends original to Human Resources			