



# Graduate Assistant Appointment Form (GAAF)

Prepared by: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

The I-9 must be received prior to a new student's start date, or within 3 business days. The GAAF must be submitted to the Graduate School by the 1st of the month. Payroll requires all forms to be submitted by the 10th of the month. REVIEW THE INSTRUCTIONS ON THE BACK OF THIS FORM.

Row 1	<b>Effective Academic Year</b> _____ <b>Type of appt</b> <b>New</b> (assigning this position to the student for the first time) <b>Reappointment</b> (previously held this position) <b>Revision/Correction</b> (current GAAF on file, explain revision below.) <b>Type of Revision/Correction</b> _____															
Row 2	Student EmplID # _____ Last Name _____ First Name MI _____ Residency: <b>Domestic</b> <b>International</b> Gender <b>Female</b> <b>Male</b> Degree <b>Doctoral</b> <b>Master's</b> <b>CAS</b> Student's Program _____ Advisor _____ Supervisor _____ Supervisor Position # _____ Supervisor Email _____															
Row 3	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">2-4 dept. code <b>O</b></td> <td style="width:15%;"><small>Job Record</small></td> <td style="width:15%;">Position # <small>(8 digit)</small></td> <td style="width:15%;">Job Code # <small>(4-5 digit)</small></td> <td style="width:40%;"> <b>Graduate School Positions ONLY</b> TA MAFES RA FWSGA Other position # _____ of _____         </td> </tr> <tr> <td colspan="4">Total stipend for the period: \$ _____ Monthly: \$ _____</td> <td> <b>Department or Externally Grant Funded Positions:</b> TA RA GA department position # _____ of _____  <small>(if applicable)</small> </td> </tr> <tr> <td colspan="4">First Month (if different): \$ _____ Last Month (if different): \$ _____</td> <td>           First working day _____ Student ID sharing/splitting/sharing the position _____         </td> </tr> </table>	2-4 dept. code <b>O</b>	<small>Job Record</small>	Position # <small>(8 digit)</small>	Job Code # <small>(4-5 digit)</small>	<b>Graduate School Positions ONLY</b> TA MAFES RA FWSGA Other position # _____ of _____	Total stipend for the period: \$ _____ Monthly: \$ _____				<b>Department or Externally Grant Funded Positions:</b> TA RA GA department position # _____ of _____ <small>(if applicable)</small>	First Month (if different): \$ _____ Last Month (if different): \$ _____				First working day _____ Student ID sharing/splitting/sharing the position _____
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### Stipend Earnings Distribution

For Graduate School Authorized Positions ONLY: Chart fields to use for TA or MAFES RA Stipend: Acct. ID# 5211750320 Dept. 5501104 Acct. 53600 Fund 00

Dept Code	Earn Code	Start Date mm/dd/yy	End Date mm/dd/yy	Accounting ID # 10-digits	Department 7-digits	Account 5-digits	Class 2-digits	Fund 2-digits	Program 5-digits	Project 7-digits	Distribution Equals 100%	Source of Funding
Row 4	O											
Row 5	O											
Row 6	O											
Row 7	O											

Row 8	<b>Stipend Notes</b>											
	<b>Insurance Coverage Type</b>				<b>Amount</b> <small>The account will cover or 50%</small>	<b>Department</b> 7-digits	<b>Account</b>	<b>Class</b> 2-digits	<b>Fund</b> 2-digits	<b>Program</b> 5-digits	<b>Project</b> 7-digits	
Row 9	Waive	All Year	Fall Only (December graduates only)		\$		54113					
Row 10		Spring/Summer	Summer Only	Unknown	\$		54113					
Row 11	<b>Insurance Notes</b>											

### Tuition Coverage (Grad School Authorized Positions: Write Grad School in Dept Field)

# Credits	Semester	Department 7-digits	Account	Class 2-digits	Fund 2-digits	Program 5-digits	Project 7-digits
Row 12	Fall		55300				
Row 13	Spring		55300				
Row 14	Summer		55300				
Row 15	<b>Tuition Notes</b>						

### Approval Signatures

_____	_____
Supervisor or Person in charge of the account(s)	Date
_____	_____
Dean's Office (if required by the college)	Date
_____	_____
Graduate School	Date

Graduate School Use Only  Reg \_\_\_\_\_  C/AG  GPA \_\_\_\_\_

# Graduate Assistant Appointment Form (GAAF) Instructions

## Before completing the form:

- Verify chart fields are accurate and are for active, open accounts.
- Confirm with the student that eligibility paperwork has been filed with Student Employment.
- Verify the student's plan for health insurance (see section 8).
- Verify the type of position (TA, RA, GA) with the supervisor or advisor.
- Use MaineStreet Student Self Service to verify student data such as gender, program, and nationality.
- Check the Human Resources website for the accurate department code. Contact HR for position numbers and job codes.
- Assistantships that cover course fees may use the Award/Credit Form through Student Financial Aid.

## Completing the form:

1. Enter all requested information in rows 1-3. Information in the Stipend, Insurance, and Tuition sections will vary.
2. List the total stipend, regular monthly stipend, and first and last month stipends if different from regular monthly stipend.
3. Select the appropriate position type:
  - **TA** or teaching assistants are those whose primary responsibilities are teaching.
  - **RA** or research assistants are those whose primary responsibilities are performing research.
  - **GA** or graduate assistants are those whose primary responsibilities are providing other support (not including teaching or research).
4. Start and end dates should follow academic semesters, not the calendar year. If an award is calendar year, multiple forms may be required.
5. Please type accounting chart fields. Avoid handwriting chart fields whenever possible.
6. Provide the source of funding for each stipend line. This is used for annual reporting performed by the university and can effect future awards.
7. Use Note fields for important information that the Graduate School or Payroll need to know regarding this assistantship.
8. **INSURANCE** is required for all full time students.
  - If your student has their own private plan, select Waive in Row 9 and notify your student(s) to complete an online waiver by October 1st.
  - If the student does not have insurance, they will need to enroll in the UM plan (for GA/TAs and International students). Indicate at least 50% of the premium in Row 9.
  - ***The SHIP insurance plan is not appropriate for graduate assistants.***
  - Students must monitor their UMS email for instructions on how to waive or enroll in insurance.
9. Typical assistantships provide tuition coverage up to 9 credits in Fall, 9 credits in Spring, and 6 credits in Summer.
10. Obtain appropriate signature(s) within your department/college. Electronic signatures are encouraged.
11. **Submit the completed form to the Graduate School by the 1st of the month. Payroll requires all forms to be submitted by the 10th of the month.**

### The following are student responsibilities - please share with them:

- New students must complete an I-9 form for work eligibility with Student Employment or Payroll.
- Students must monitor their UMS email for important university correspondence regarding insurance, financial responsibility holds, and course registration!
- All students must be enrolled in courses before the GAAF can be processed by the Graduate School!
- Insurance is required, those with a private plan should inform the department and complete the online waiver once they have received the instructions via email.
- Complete their Anticipated Resources within MaineStreet once the tuition bill appears on their student account to avoid additional billing fees.
- Pay the fees associated with the tuition costs. Contact the Bursar's Office to create a payment plan if necessary.
- All GA/TA/RA's qualify for a blue Staff parking permit and will be added to the Parking Services list of eligibility only when the GAAF has been received by the Graduate School.