

# University of Maine Graduate Assistantship Appointment Instructions

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## Steps Prior to Submitting a Graduate Assistant Appointment Form

The Graduate Assistant Appointment Form (GAAF) is used to appoint graduate students to an assistantship.

1. Confirm the GAAF is the correct form to be submitted.
2. Verify chartfields are accurate and are for active, open accounts.
3. Confirm with the student that eligibility paperwork has been filed with Student Employment.
4. Confirm the student has enrolled in classes full-time (minimum of 6 credits for fall and spring).
5. Verify the student's plan for health insurance.
6. Verify the type of position (TA, RA, GA) with the supervisor or advisor.
7. Use MaineStreet Student Self Service to verify student data such as gender, program, and nationality.
8. Check the Human Resources [website](#) for the accurate department code. Contact HR for position numbers and job codes.
9. Assistantships that cover course fees may use the Award/Credit Form through Student Financial Aid.

## About Assistantships

The University of Maine offers teaching, research, and graduate assistantships for eligible students. TAs and RAs are competitive and typically awarded by academic departments. GA positions are either work-study or non-work-study eligible and involve working within offices or departments on campus. Eligible students must be enrolled full-time in a degree program, and maintain a GPA of at least 3.0.

## Definitions

- TAs or teaching assistants are those whose primary responsibilities include teaching
- RAs or research assistants are those whose primary responsibilities are performing research
- GAs or graduate assistants are those whose primary responsibilities are providing other support (not including teaching or research). There are two types of GA positions:
  - Work Study GAs are only open to domestic students who have completed the FAFSA. Federal work-study (FWSGA) funding may be available through the Office of Student Employment for graduate students who meet financial and academic qualifications.

Department funded GAs are open to all graduate students

## Completing the GAAF

### Form Information

**Prepared by (Email Address):** enter your email address; will be used for notifications

**Preparer First and Last Name:** preparer name

**Preparer Phone Number:** campus phone number

**Effective Academic Year:** select from available options

**Form Type:** select from the following options:

1. **New:** select if this is the first/original form submitted for the student in this position
2. **Reappointment:** select if you wish to reappoint or continue a graduate assistantship
3. **Revision/Correction:** select this option to submit updated information on a previously submitted form. Important: select this option to avoid duplicate processing and overpayments.
  - a. If you select this option, a comment box will open that is used to describe the change/correction in detail.

*Note: after you select the Form Type, the next section will open for entry.*

### Graduate Assistant Appointment Form (GAAF)

2021-2022 Academic Year

#### Form Information

Before completing the form:

- Payroll requires approved forms be submitted by the 15th of the month.
- Verify chart fields are accurate and are for active, open accounts.
- Verify the student's plan for health insurance.
- 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: <https://gojira.its.maine.edu/confluence/pages/wordday/preview.action?leName=HR+Departments+2021-03-10.xlsx&pageId=89801349>

Prepared by (Email Address) \*

Preparer First and Last Name \*

Preparer Phone Number \*

Effective Academic Year \*

Form Type \*

## Student Information

**Student/Empl ID:** enter the 7 digit student identification number; also known as the employee ID.

**Student Last Name:** enter the student's legal last name

**Student First Name:** enter the student's legal first name

**Student's Email Address:** enter the student's @maine.edu email address; will be used for notifications

**Residency:** select from available options

**Gender:** select from available options

**Degree:** select from available options

**Student's Program:** enter the name of the program the student is currently enrolled

**Advisor:** enter the student's advisor

**Supervisor's email address:** enter the supervisor's @maine.edu email address

**Supervisor's First and Last Name:** enter the Supervisor's First and Last Name

**Supervisor's Position Number:** enter the supervisor's position number, if known

**Remote Worker Status:** select from available options

*Note: after you select the Remote Worker Status, the next section will open for entry.*

### Student Information

Student/Empl ID \*

Student Last Name \*

❗ This field is required

Student First Name \*

❗ This field is required

Student's Email Address

Residency

Gender

Degree

Student's Program

Advisor

## Stipend Information

**HR Department Code:** provide the 4-5 character department code used for HR purposes

**Job Record:** enter the job record to use for this stipend, if known

**Department Position Number:** enter the department's position number, if known

**Job Code:** select appropriate value from list provided

**Total Stipend:** enter the total amount of the stipend which will be paid in equal installments over the period between the first and last working days.

**First working day:** enter the first day of work

**Prorate First Monthly Amount:** by default, the first monthly payment will prorate if the first working day is not the first business day of the month.

**End Date:** enter the last day of work

**Prorate Last Monthly Amount:** by default, the last monthly payment will prorate if the last working day is not the last business day of the month.

**Grad School Positions:** select from available list; only use for grad school authorized positions

**Dept or Externally Grad Funded Positions:** select from available list

**Stipend Notes:** a free form field for any comments

Supervisor's email address \*

Supervisor's First and Last Name \*

Stipend Information

HR Department Code \*  
HR Code where the student is working. [https://gojira.its.maine.edu/confluence/pages/worddav/preview.action?fileName=HR+Department+2021-03-10\\_xfss&pageId=88801349](https://gojira.its.maine.edu/confluence/pages/worddav/preview.action?fileName=HR+Department+2021-03-10_xfss&pageId=88801349)

Job Record

Department Position Number

Job Code \*

Total Stipend \*  
The total stipend will be distributed in equal monthly installments between the 'First working day' and the 'End Date' entered below in accordance with the payroll schedule. <https://gojira.its.maine.edu/confluence/display/HR/1010.00+Payroll+Schedule>  
  
Missed payments caused by late submissions will be paid in the next regular pay cycle.

First working day \*  
Start and end dates should follow academic semesters, not the calendar year. If an award is calendar year, multiple forms are required.

By default, if the 'First working day' is not the first weekday of the month, the monthly installment will be prorated. Uncheck this box to skip prorating and pay the full amount the first month.

Prorate First Monthly Amount

End Date \*  
Start and end dates should follow academic semesters, not the calendar year. If an award is calendar year, multiple forms are required.

By default, if the 'End Date' is not the last weekday of the month, the monthly installment will be prorated. Uncheck this box to skip prorating and pay the full amount the last month.

Prorate Last Monthly Amount

## Insurance Information

**Percentage or amount of Premium to be Paid:** enter the percentage or amount that will be covered, if applicable. Students will be responsible for taking action to enroll or opt out.

**Chartfields:** enter the chartfield information in the appropriate fields, if applicable.

Grad assistants will be emailed further insurance instructions for enrollment or opting out

## Tuition Information

This section has fields to enter the relevant semesters to be covered. Complete the fields as indicated.

**Tuition Credits:** enter the number of credits to be covered by the assistantship. Typical assistantships provide tuition coverage up to 9 credits in fall, 9 credits in spring, and 6 credits in summer

**Tuition Semester:** enter the semester

**Chartfields:** enter accounting chartfields covering the expenses

**Tuition Notes:** a free form field to reference anything out of the ordinary

## Approvals

It is the responsibility of the preparer to provide the appropriate approval email addresses.

All GAAF's require a PI/Financial Manager's approval. You may provide up to 3 additional approvers that will be sent requests to approve in sequential order after the PI/Financial Manager has approved the request.

**PI/Financial Manager Email:** enter the primary investigator or financial manager's email address for their approval

**2nd Approver's Email Address:** enter the secondary level of approval required for this assistantship appointment, if applicable

**3rd Approver's Email Address:** enter the third level of approval required for this assistantship appointment, if applicable

**4th Approver's Email Address:** enter the fourth level of approval required for this assistantship appointment, if applicable

## File Upload

Use this upload field to include a copy of the student's **award letter** or other communications necessary for the appointment approval process.

## Submission

**Send me a copy of my responses:** select the checkbox to receive a copy of the form response

**Submit:** select the submit button to send the prepared form forward for approval

## Approval Workflow and Notifications

Approvers will receive an email notification whereby they must click the View Request link. A window will open to allow the approver to review and approve the appointment form. Approvers will click Approve or Decline at the bottom of the approval form once a thorough review has been completed. Comments or attachments can be added to support the approval/decline action.

If a GAAF is declined by an approver, the preparer will receive an email notification with an opportunity to update the form. Allow 1-2 business days for the approval workflow to restart.

## Graduate School Processing

Once all approvals have been obtained, the GAAF is sent to the Graduate School for final review and approval.

## Payroll Processing

Once the Graduate School has approved the GAAF, a report will be generated and processed by payroll on a weekly basis.

### Grad School Positions

### Dept or Externally Grant Funded Positions

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).

### Stipend Notes

Use Note fields for important information that the Graduate School or Payroll need to know regarding this assistantship.