INSTRUCTIONS FOR COMPLETING
STUDENT AND GRADUATE ASSISTANT PERSONNEL ACTION (PA) FORM

1) **Current Date** – date form is completed. This date should provide adequate time for processing and approval ***prior*** to effective date of action (No. 20)--for fall semester employment, should be submitted by July 31st; for spring semester by December 14th; summer by April 24th.

2) **MSU ID# -** enter the number that is generated from the Banner System when employee is created.

3) **Name** – name must appear exactly as printed on employee's Social Security card.

4) **Date of Birth** – enter the date of birth of the person filling the position.

5) **Address**
Permanent Address – enter the permanent address or home address. This is not the local or campus address (must be in country of origin for international students).

Local Address – enter address while attending college whether it is a residential college or an apartment address.

6) **Permanent Phone # -** enter the telephone number that corresponds with the "Permanent Address" in section No. 5.

7) **Cell Phone # -** enter a cell phone number in which the employee can be reached beyond the permanent phone number.

8) **Gender** – check appropriate box representing the individual's background.

9) **E-mail Address** – enter the e-mail address in which the person can be contacted.

10) **U.S. Citizen** – check the appropriate box representing U.S. Citizenship.

11) **Residency** – _____
All international students are considered out-of-state.

12) **Employment Action** – check appropriate action. Provide remarks in section No. 24. To be eligible for an assistantship, students must be admitted to a graduate program at MSU as a degree-seeking student, have earned a cumulative GPA of at least 3.0 and be enrolled in a minimum of six graduate credit hours and no more than 13 hours at Murray State. Departments are asked to refer to the *Graduate Bulletin* for further information applicable to GA's.

13) **Type of Employment** – check the appropriate field for University Student, Federal Work Study, Graduate Assistant

14) **Period of Employment** – check appropriate time period. If it is anticipated that the student will be employed both fall and spring, check academic year. If the student is not re-employed for spring, submit a new form for resignation.

15) **Fiscal Year** – enter fiscal year for which this position or action applies.

16) **Pay Rate** – for teaching, research, or academic assistantships enter total semester amount to be paid or total amount of single payment; for administrative assistantships or University/Federal Work Study students enter the hourly rate to be paid.

17) **Ethnicity** – check the appropriate block representing the individual's ethnicity.

18) **Distribution of Pay** – If employee is to be paid by four equal payments, they will receive a check in September, October, November, and December for Fall employment and January, February, March and April for Spring employment. For academic year appointments, the employee will receive a check for each month listed above. The half-months (August/December, January/May) will be paid as one full check in December and/or April depending on period of employment. Administrative assistantships and University/Federal Work Study Students will receive bi-weekly checks. If "other", explain in No. 24.

19) **Maximum number of Hours Per Week** – enter the maximum number of hours the employee can work in the requesting department.

20) **Effective Dates**
Effective Date of Action – enter the date of action initiated by this form.
Last Day of Work – enter the last day employee is on the job and to be paid.

21) **FOAPAL Information –**
Dept/FOAPAL Name – enter the full department or FOAPAL name as it appears in the Banner system.
Contact Name – enter a person's name that can be contacted for necessary information
Phone # - provide a number for the contact person to be reached
Position Number – enter position number as it appears in the Banner system.

You can find a description of your FOAPAL on the MyGate website:
http://www.campus.murraystate.edu/mygate/support/banner.htm

22) **Timesheet Organization –** this is the time entry organization which is assigned to each supervisor so that they can approve time sheets or leave reports.

23) **Work Duties/Assignments** – list job responsibilities for this position (i.e. clerical, food services, etc.). You can continue in area No. 24 if needed.

24) **Remarks** – give any information which would explain action being taken and the exact work assignment of the student. Some examples would be an instructor that a GA is assigned to; if an assistantship is a split assignment in teaching/research. In the latter example, please show percentage of time for each assignment (i.e. 75% teaching/25% research).

25) **Signatures Required for Employment –** please note under each line as to which signatures are provided for each type of employment. The highlighted lines are required signatures for all GA positions along with the Student Employment Officer. For University Student and Federal Work Study employment you are only required to get the FOAPAL Manager and Student Employment Officer's signature.

An I-9 form and a Background Consent form must be completed and attached for all employees who have not previously been employed by Murray State University.