

**Drexel University: Graduate Student Personnel Action Form
(TA/GA/RA/RF/ESFR)**

Action	APPOINTMENT TYPE:	CATEGORY:
	<input type="checkbox"/> Teaching Assistant (TA)	<input type="checkbox"/> NEW HIRE
	<input type="checkbox"/> Graduate Assistant (GA)	<input type="checkbox"/> REHIRE
	<input type="checkbox"/> Research Assistant (RA)	ORIGINAL EPAF:
	<input type="checkbox"/> Research Fellow (RF)	<input type="checkbox"/> YES
<input type="checkbox"/> Educational Scholarship Fellow (ESFR)	<input type="checkbox"/> NO	

	Last Name	First Name	Univ ID Number	Stipend per Month	Num. of Months	Total Salary
	Appointment Start Date	Appointment End Date	Home Description		Home Orgn	Timesheet Orgn

Authorization to Hire	POSITION DESCRIPTION	HOURS PER PAY	<p>TA/GA/RA/RF/ESFR:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Positions are either full or half monthly appointments. <input type="checkbox"/> Full appointment: 80 hours (FTE: 1.00) <input type="checkbox"/> Half appointment: 40 hours (FTE: .5) <input type="checkbox"/> Visit the Tax Office website for tax assistance: http://www.drexel.edu/depts/compt/tax/
	TA - Teaching Assistant		
	GA - Graduate Assistant		
	RA - Research Assistant		
	RF - Research Fellow		
	ESFR - Educational Scholarship Fellowship		

Total Stipend or Salary to be charged as follows:

Salary	Pos Title	Pos Number	Salary	Fund	Orgn	Account	Start Date of Funding	End Date of Funding	Hrs/Week

Tuition / Fee Remission to be charged as follows:

Tuition	Term	Credits	Tuition	Fees	Total	Fund	Orgn	Account

For any questions, e-mail
HRIS@drexel.edu

Additional comments:

Comment

Signature Authority as follows:

Approvals	Cost Center Administrator	Phone# :	Date :
	<i>Name:</i>		
	Principal Investigator	Phone# :	Date :
	<i>Name:</i>		
	Dean / Director	Phone# :	Date :
	<i>Name:</i>		
Office of Research Administration* (3201 Arch Street Suite 100)	Phone# :	Date :	
<i>Name:</i>			
Human Resources (3201 Arch Street Suite 430)		Date :	
<i>Name:</i>			
HRIS (3201 Arch Street Suite 430)		Date :	