

GRAD ASSISTANT / FELLOW / SCHOLAR CHANGE

How to access:

1. From the Main IBIS menu, type **M2AS** (Easy Elec. Appr System) in the next function area and press **[ENTER]** to move to the EASY screen.
2. Type **GRAD** (Grad Asst/FEL/SCH Changes) and press **[ENTER]**.

Helpful Hints:

1. This form is to be used for a variety of functions involving graduate students.
 - To reappoint a Grad Assistant, Fellow or Scholar – GRAD - 22
 - To make a change to a current appointment – GRAD - 24
 - To transfer a Grad Assistant, Fellow or Scholar to another college – GRAD - 26
 - To transfer a Grad Assistant, Fellow or Scholar to another department within Agriculture – GRAD - 27

If your department is receiving a transferring student, the sending area will initiate this form, and you will receive a GRAZ form. Refer to Page GRAD - 28 for more information.
2. It is helpful to follow the instructions at the top of the screen.
3. If you are missing information needed to complete the form, press **[TAB]** to the next function area, type MENU and press **[ENTER]**. It will be easier to start the form when all information is available to complete it.

Accessing the Help Screens:

1. If you are unsure of a code that should be used in a particular field. With your cursor positioned in the field, press the **[PF1]** key. If help information is available it will be displayed.
2. If the help list is extensive, you should:
 - Press **T** and then **[Enter]** to move to the Top of the list.
 - Press **N** and then **[Enter]** to move to the Next page of the list.
 - Press **P** and then **[Enter]** to move to the Previous page of the list.
3. After finding the correct code, to return to the entry screen press **[PF12]**.

REAPPOINTMENT

The following instructions should be used to reappoint a student for additional semester(s). It is also possible to change the Rank, Grade or Salary when reappointing the student.

Key Information:

1. Type the Employee ID Number of the individual.

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2. Type 004 in the New Admin Area field. This is the Administrative Area number for the College of Agricultural Sciences.

3. Answer the following questions on the screen:

Is person leaving Curr (Current) dept? Type a N for no.

Is this a reappointment? Type a Y for yes. (The current appointment end date must be less than the Effective Date of this change.)

After steps 1 through 3 have been completed, press **[ENTER]** to have additional information automatically fill in on the screen.

4. The cursor will be positioned at the Chng Eff Date field. Type the date the reappointment is to become effective and press **[ENTER]**.

5. A message will appear in the upper left corner of the screen indicating the “Position has been selected.” Press **[PF8]** to have the information edited and move on to the next screen.

Next Screen:

1. Fill in Type Chng (G/F/S) field with a **G** (Graduate) or **F** (Fellow) or **S** (Scholar), to indicate the appointment type.
2. Type a **Y** in System Pos (Y/N)? field and press **[ENTER]**.
3. Update the “change to” side of the screen with the reappointment information. This will include the Appointment End Date. If the Rank or Grade is changed, the Appointment Salary will need to be changed also. Please note: the Appointment Salary amount will vary from semester to semester.
4. At the bottom of the “Current” section, type a **N** in Paycheck Adj this Appt (Y/N)? field.
5. Budget Dist Chng (Y/N)? should be **N**. Do not change this. If the budget distribution will be changing, please include this information in the Note Pad Area.
6. Press **[PF8]** to have this information edited and move on to the next screen.

Pop-Up window

When processing a graduate assistantship appointment, the following pop-up window appears:

All of the duties assigned to this student are required of every degree candidate in the applicable program as a condition of receiving a degree.

YES

NO

NOT KNOW

Note: If all graduate assistants in a degree program area are required to do the same duties, then this box should be answered YES. When answering YES, means the graduate assistant will not have any state, local or FICA taxes withheld from their monthly pay. If they do perform different duties, then this box should be answered NO. When answering NO, means the graduate assistant will have state, local and FICA withheld from the monthly pay.

New Pay Information Screen:

1. The Pay budget should be the clearing account (04-004-98 UP) and the Pay Fund should be 10020, unless otherwise directed, for object 124 and 164. For object 395, the Pay Budget and Pay Fund will be valid for the department.

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2. On the lower left side of the screen, the Remaining Complete PPDs section should be entered. The # PPDs field will reflect the number of complete pay periods associated with this appointment change. Refer to the appointment beginning and ending dates for this information.

The Amnt/PPd field will be the monthly stipend amount the individual will receive each pay period. Divide the Appointment Salary amount by the number of complete pay periods to determine this amount. (Please refer to the University's General Forms Usage Guide, Appendix 5 – Table of Stipends for Graduate Assistants.)

Special pay amounts should be noted in the Note Pad Area of the form.

3. Press [**PF8**] to have this information edited and move on to the next screen.

Notepad Screen:

1. Use the Note Pad Area for special instructions and also the budget information.
Stipend: budget number, fund number, obj. class, and cost center.
Tuition/GIA: budget number, fund number, obj. class, and cost center.
I-9 Status

Completing the Form:

1. After the information is entered on this screen, press [**PF5**] to have the information edited and return to the top of the form. To process the form, press [**PF12**].
 2. To Submit the form for approval, type **SUB** in the form action and press [**PF12**]. This form will flow along the departmental approval path.
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CHANGES WITHIN CURRENT DEPARTMENT

The following instructions should be used for a student who is not leaving the department, but a change needs to be made in Rank, Grade or Salary. If only the Budget distribution will be changing, you do not need to process a GRAD form. Please complete a “Request for Salary Redistribution” to Denise Miller, 208 Ag Admin, requesting the funding change.

Key Information:

1. Type the Employee ID Number of the individual.
2. Type 004 in the New Admin Area field. This is the Administrative Area number for the College of Agricultural Sciences.
3. Answer the following questions on the screen:
Is person leaving Curr (Current) dept? Type a N for no.
Is this a reappointment? Type a N for no. (Because they have already been re-appointed.)

After steps 1 through 3 have been completed, press **[ENTER]** to have additional information automatically fill in on the screen.
4. The cursor will be positioned at the Chng Eff Date field. Type the date the change is to be effective and press **[ENTER]**.
5. A message will appear in the upper left corner of the screen indicating the “Position has been selected.” Press **[PF8]** to have the information edited and move on to the next screen.

Next Screen:

1. Fill in Type Chng (G/F/S) field with a **G** (Graduate) or **F** (Fellow) or **S** (Scholar), to indicate the appointment type.
2. Type a **Y** in System Pos (Y/N)? field and press **[ENTER]**.
3. Update the “change to” side of the screen with the new rank, grade and salary amount.
4. At the bottom of the “Current” section, type a **N** in Paycheck Adj this Appt (Y/N)? field.
5. Budget Dist Chng (Y/N)? should be **N**. Do not change this. If the budget distribution will be changing, please include this information in the Note Pad Area.
6. Press **[PF8]** to have this information edited and move on to the next screen.

New Pay Information Screen:

1. The Pay budget should be the clearing account (04-004-98 UP) and the Pay Fund should be 10020, unless otherwise directed, for object 124 and 164. For object 395, the Pay Budget and Pay Fund will be valid for the department.

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2. On the lower left side of the screen, the Remaining Complete PPds section should be entered. The # PPds field will reflect the number of complete pay periods associated with this appointment change. Refer to the appointment beginning and ending dates for this information.

The Amnt/PPd field will be the monthly stipend amount the individual will receive each pay period. Divide the Appointment Salary amount by the number of complete pay periods to determine this amount. (Please refer to the University's General Forms Usage Guide, Appendix 5 – Table of Stipends for Graduate Assistants.)

Special pay amounts should be noted in the Note Pad Area of the form.

3. Press [PF8] to have this information edited and move on to the next screen.

Notepad Screen:

1. Use the Note Pad Area for special instructions and also the budget information.

Stipend: budget number, fund number, obj. class, and cost center.

Tuition/GIA: budget number, fund number, obj. class, and cost center.

I-9 Status

Completing the Form:

1. After the information is entered on this screen, press [PF5] to have the information edited and return to the top of the form. To process the form, press [PF12].
 2. To Submit the form for approval, type **SUB** in the form action and press [PF12]. This form will flow along the departmental approval path.
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TRANSFERRING OUTSIDE THE COLLEGE OF AGRICULTURAL SCIENCES

The following instructions should be for a student who is currently in the College of Agricultural Sciences and will be transferring to another college. Minimal information will be completed by the College of Agricultural Sciences. The college receiving this student will complete the form.

Key Information:

1. Type the Employee ID Number of the individual.
2. Type the number of the New Administrative Area in the New Admin Area field. This new number can be found by pressing [PF1] when you cursor is in this field.
3. Answer the following questions on the screen:
Is person leaving Curr (Current) dept? Type a Y for yes.
Is this a reappointment? Type a N for no or Y for yes.

After steps 1 through 3 have been completed, press [ENTER] to have additional information automatically fill in on the screen.

4. A message will appear in the upper left corner of the screen indicating the “Position has been selected.” Press [PF8] to have the information edited and move on to the next screen.

Next Screen:

1. At the bottom of the “Current” section, type a **N** in Paycheck Adj this Appt (Y/N)? field.
2. Press [PF8] to have this information edited and move on to the next screen.

Notepad Screen:

1. Use the Note Pad Area for special instructions to the new college, including new budget information, if available. If budget information is unknown, relay any available identifying information.

Completing the Form:

1. After the information is entered on this screen, press [PF5] to have the information edited and return to the top of the form. To process the form, press [PF12].
2. To Submit the form for approval, type **SUB** in the form action and press [PF12]. This form will flow along the departmental approval path in Agriculture before automatically moving to the new college.

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TRANSFERRING TO ANOTHER DEPARTMENT WITHIN THE COLLEGE OF AGRICULTURAL SCIENCES

GRAD

The following instructions should be used for a student who is transferring to another department within the College of Agricultural Sciences. The form will be initiated by the department where the student is currently. The receiving department will receive the form as a GRAZ. Refer to the “Receiving a Grad Assistant / Fellow / Scholar” section for details.

As the “**Sending Area**” you will complete the following information:

Key Information:

1. Type the Employee ID Number of the individual.
2. Type 004 in the New Admin Area field. This is the Administrative Area number for the College of Agriculture and since the person is not leaving, it should be used.
3. Answer the following questions on the screen:
Is person leaving Curr (Current) dept? Type a Y for yes.
Is this a reappointment? Type a N for no or Y for yes. (**Note:** It is very important to answer this question correctly.)

After steps 1 through 3 have been completed, press **[ENTER]** to have additional information automatically fill in on the screen.

4. A message will appear in the upper left corner of the screen indicating the “Position has been selected.” Press **[ENTER]** to have the information edited, then press **[PF6]** to move to the Notepad Screen.

Notepad Screen:

1. Use the Note Pad Area for special instructions, including new budget information or other identifying information.

Completing the Form:

1. After the information is entered on this screen, press **[PF5]** to have the information edited and return to the top of the form. To process the form, press **[PF12]**.
2. To Submit the form for approval, type **SUB** in the form action and press **[PF12]**. This form will flow along the departmental approval path before automatically moving to the new department.
3. App [PF12]

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RECEIVING A GRAD ASSISTANT / FELLOW / SCHOLAR

The form necessary to transfer a graduate student into your department from another department or college will be initiated by the sending area. This GRAZ form will be reviewed by Denise Miller before it is automatically sent to your department's first level default approver as a form awaiting action.

How to access:

1. From the Main IBIS menu, type **M2AS** (Easy Elec. Appr System) in the next function area and press **[ENTER]** to move to the EASY screen.
2. Type **BAFM** (Browse Awaiting Forms) and press **[ENTER]**.

Key Information:

1. Key Information will have been completed by the "sending" College/Department. Type **CHG** in the form action field, so additional information can be entered on this form.

If the effective date needs to be altered, position the cursor on the "Enter 'Y' to modify chng eff data:" field located in the lower left of the screen and type a **Y**. Press **[ENTER]**. Your cursor will move to the correct field, change the effective date and press **[ENTER]**.
2. Press **[PF8]** to have the information edited and move on to the next screen.

Next Screen:

1. Update the "change to" side of the screen as needed.
2. At the bottom of the "Current" side of the screen, type a **N** in Paycheck Adj this Appt (Y/N)? field.
3. Press **[PF8]** to have this information edited and move on to the next screen.

New Pay Information Screen:

1. The Pay budget should be the clearing account (04-004-98 UP) and the Pay Fund should be 10020, unless otherwise directed, for object 124 and 164. For object 395, the Pay Budget and Pay Fund will be valid for the department.
2. On the lower left side of the screen, the Remaining Complete PPds section should be entered. The # PPds field will reflect the number of complete pay periods associated with this appointment change. Refer to the appointment beginning and ending dates for this information.

The Amnt/PPd field will be the monthly stipend amount the individual will receive each pay period. Divide the Appointment Salary amount by the number of complete pay periods to determine this amount. (Please refer to the University's General Forms Usage Guide, Appendix 5 – Table of Stipends for Graduate Assistants.)

Special pay amounts should be noted in the Note Pad Area of the form.
3. Press **[PF8]** to have this information edited and move on to the next screen.

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Notepad Screen:

1. Use the Note Pad Area for special instructions and also the budget information.

Stipend: budget number, fund number, obj. class, and cost center.

Tuition/GIA: budget number, fund number, obj. class, and cost center.

Completing the Form:

1. After the information is entered on this screen, press **[PF5]** to have the information edited and return to the top of the form. To process the CHG action, press **[PF12]**.
2. To approve the form, type **APP** in the form action and press **[PF12]**. The form will now flow on the approval path to the next approver.