

## When GA Appointments End Early

### Why it is Critical to Terminate the Appointment

Occasionally it is necessary to terminate a Graduate Assistantship appointment earlier than the normal semester/session end date. Since GAs are on salaried appointments, if HR and Payroll are not notified of the early termination, the student will continue to get paid until the semester/session ends. When a Graduate Assistant (GA) is no longer working for you, it is critical that the steps noted below are followed to prevent the student from getting monies to which he/she is not entitled.

#### HOW TO TERMINATE A GA EARLIER THAN THE END OF THE SEMESTER

- 1) Submit a GA Transaction form for a separation.
  - The Transaction forms are found on the HR Web site at: [www.wmich.edu/hr/se-online.html](http://www.wmich.edu/hr/se-online.html).
  - The effective date is the last day the employee worked.
- 2) Submit a KRONOS correction form to Payroll to STOP payment.
  - The Payroll office may need to make changes to stop payments.
- 3) Inform the Graduate College of the early separation.
  - Send an e-mail with student's name, WIN & effective date of the separation.
- 4) If the student is on a scholarship or receiving an award, inform Student Financial Aid of the early separation.
  - Provide student's name, WIN, effective date and scholarship/award information.

#### WHAT IF THE DEPARTMENT FORGETS TO TERMINATE THE APPOINTMENT & THE STUDENT IS OVERPAID?

- 1) The department is responsible for collecting the overpayment from the student.
- 2) The department needs to contact Payroll to determine the amount the student owes to WMU.

## QUESTIONS?

#### **Student online entry: HUMAN RESOURCES**

Web: [www.wmich.edu/hr/](http://www.wmich.edu/hr/)

Email: [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu)

Phone: 387-3620

#### **GA employment processes, policies and pay: GRADUATE COLLEGE**

Web: [www.wmich.edu/grad/](http://www.wmich.edu/grad/)

Phone: 387-8212

#### **KRONOS or payment questions: PAYROLL**

Web: [www.wmich.edu/payroll/](http://www.wmich.edu/payroll/)

Phone: 387-2935