



Graduate Appointments for SPRING 2012

Graduate Appointments are now submitted through PSHR WMU Electronic Workflow. FORMS MUST AUTHORIZED & TO HR no later than 01/03/2012.

- *Once the Appointment Code (see below) has been entered to the Appointment Form, the Appointment Period (Spring), Job Title, Category (Teaching, Research Application, Research Discovery), Grade (Full, $\frac{3}{4}$, $\frac{2}{3}$, $\frac{1}{2}$), Pay Rate (Salary/Stipend), and Account (3192) will automatically populate on the form.*
- *The Appointment Begin Date and Appointment End Date will also automatically populate. Spring dates are 1/9/12 - 5/1/12.*
 - *You may change appointment begin and end dates. HOWEVER, the dates can only fall within the designated semester/session date parameters.*

GA SPRING APPOINTMENT CODES - QUICK GUIDE

	TEACHING	Research APPLICATION (non-grant fds)	Research DISCOVERY (fds 25-30)
Graduate Assistantship (GA) - FULL	061	081	101
Graduate Assistantship (GA) - 3/4	062	082	102
Graduate Assistantship (GA) - 2/3	063	083	103
Graduate Assistantship (GA) - 1/2	064	084	104
Doctoral Graduate Assistantship (DGA) - FULL	065	085	105
Doctoral Graduate Assistantship (DGA) - 3/4	066	086	106
Doctoral Graduate Assistantship (DGA) - 2/3	067	087	107
Doctoral Graduate Assistantship (DGA) - 1/2	068	088	108
Doctoral Associateship (DA) - FULL	069	089	109
Doctoral Associateship (DA) - 3/4	070	090	110
Doctoral Associateship (DA) - 2/3	071	091	111
Doctoral Associateship (DA) - 1/2	072	092	112