

When GTA Appointment Forms (GTA Contracts) are used for Payroll Forms

- 1) This process addresses the appointment or reappointment to a GTA position for a full semester, academic year (same rate and same % appointment for both semesters) or summer session dates. (hire/rehire row in job data)
- 2) All other appointment periods that fall outside of the normal academic year, full semester or summer session dates must be processed by a Payroll Form.
- 3) If the FTE or Comp Rate for an academic-year appointment differs from one semester to the next, a Payroll form must be processed.
- 4) Modifications of an appointment after the initial submission of GTA Appointment (contract) are to be processed using a Payroll Form.
- 5) A Payroll Form will be required for funding sources that have more than 2 account codes. (currently 1 pool)
- 6) Each area will need to check with its Dean's Budgeteer on the routing process and authorization to sign as the Budgeteer.
- 7) If the GTA is funded from a project or monies in the KURES financial business unit, the form will need the additional approval from the Office of the Vice Provost for Research & Graduate Studies (RGS).
- 8) The HR/Pay team and the College of Liberal Arts and Sciences (CLAS) will still do the upload process for reappointed GTAs in the fall and summer.

[GTA Appointment Form \(Contract\) Payroll Process](#) (Additional Resources: [GTA Fact Sheet](#), [Time Limit – GTA Appt Policy](#))

- 9) Academic departments (typically the Dean's Office) are to submit two signed originals (with both front and back pages and not on NCR paper).
 - a) Departments under the College of Liberal Arts & Sciences submit the two signed originals to the CLAS Budgetary office.
 - b) Departments not under the College of Liberal Arts & Sciences submit the two signed originals to the Graduate Studies.
 - c) One the contract is approved by either CLAS or Graduate Studies; copies are distributed per CLAS or Graduate Studies process.
 - d) Dean's Budgeteer or their designee submits copy to Payroll (front page only).
- 10) Payroll will do initial check for
 - a) Provost Office and Dean's Budgetary Approval signatures, and, if on a project or monies in the KURES financials business unit (currently funds 717-718, 901-998), for the Vice Provost for Research & Graduate Studies (RGS) signature as an extra signature in one of these boxes. (If any required signature is missing, Payroll will send the form to the appropriate individual.)
 - b) Final biweekly comp rate. (Payroll will contact Budgeteer if missing or send the appointment back.)
- 11) Assuming supporting documents are on file. Payroll will key the appointment, position & funding data based on the GTA form.
 - a) % appt/hours per week for the FTE/Standard Hours (If data does not match, Payroll will contact the Budgeteer.)
 - b) Final biweekly rate from the box
 - c) Effective dates for hire/rehire and termination by the semester or period selected area,
 - d) Position, HRDept, Pool by what's on the form (If missing, Payroll will send back or call Budgeteer.)
- 12) Using the GTA Appointment Form as a payroll form isn't changing any existing practices regarding funding. Information will be verified against the HR/Pay system and if different it will be keyed.
- 13) From a central processing perspective, the GTA appointment form is not much different from a payroll form. Payroll will not be responsible for verifying authorized signatures; that is the responsibility of the Dean's offices.

A) The [GTA Appointment Form \(Contract\)](#) is used as a substitute for a Payroll Form when

1. The original GTA Appointment Form for a complete term has the same standard hours/FTE and compensation rate throughout the term and
2. The funding sources (account codes) are not over 2 lines/rows

B) The [GTA Appointment Form \(Contract\)](#) can not be used as a substitute for a [Payroll Form](#) when

1. The original GTA Appointment Form is being modified, or
2. The appointment dates do not match the fall, spring semester or summer session dates, or
3. The GTA Appointment Form (Contract) is for one academic year and the standard hours/FTE and/or compensation rate changes between the fall and spring semesters, or
4. The funding sources (account codes) exceed 2 lines/rows (currently 1 pool is over 2 rows)

**GTA used for Payroll form (no issues with data or eligibility of GTA)
DRAFT EXAMPLE ONLY some may vary by Dean's Offices**

