Graduate Assistant (GA) Contract

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

Hiring Graduate Assistants.
Establishes:
- Tuition amount & source
- Salary/Stipend amount & source
- University/Lab fee amount & source

STUDENT INFORMATION

The drop-down menu “GA Department Code/Org # has been changed in Section I: Student Information.

<table>
<thead>
<tr>
<th>GA Contract Functions</th>
<th>FOAPAL Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student Information</td>
<td>GA Department Code/Org # Dropdown updated</td>
</tr>
<tr>
<td>2. Position Information</td>
<td>Supervisor’s Dept/Org # Dropdown updated</td>
</tr>
<tr>
<td>3. Funding Information</td>
<td>Fund Number(s)/Index(es) Changed to FOAPAL Tables</td>
</tr>
</tbody>
</table>

Figure 1: GA Contract (old), GA department code

Figure 2 (below) shows an updated drop-down list. Those with prefix “D” are UDRI’s Organization codes. Those with prefix “F” are for the remainder of campus’ new Organization codes.

Figure 2: GA Contract (new), GA department code

For questions please contact Graduate Academic Affairs at 937-229-1706.
POSITION INFORMATION

The drop-down menu “Supervisor’s Dept/Org #” has been changed in Section II: Position Information.

Figure 3: GA Contract (old), supervisor department code

Figure 4 (below) shows an updated drop-down list. Those with prefix “D” are UDRI’s Organization codes. Those with prefix “F” are for the remainder of campus’ new organization codes.

Figure 4: GA Contract (new), supervisor department code

For questions please contact Graduate Academic Affairs at 937-229-1706.
FUNDING INFORMATION

The “Fund Number(s)/Index(es)” tables have been altered and updated to allow for FOAPAL string input.

Figure 6 (below) shows the new tables. Funding is divided into three “types”: tuition, stipend, and university/lab fees, each with its own table. Each table allows input of the entire FOAPAL string for up to four separate funding sources (rows). The final column in each table allows a user to input either a dollar-amount portion or percentage-part of the “Total Salary Amount” field.