

- 1) The Dean's office provides the graduate assistantship allocation and allocation report for fiscal year. The PCAL standard for an AY assistantship stipend is \$10,992. The PCAL standard for a half summer appointment (May 15-June 30 OR July 1-August 15) is \$1800. Because summer appointments are divided by the fiscal year, a full summer appointment comes from different FY departmental allocations.
- 2) Departments are responsible for completing a Graduate Assistantship Agreement form. Digital signatures are required. The "For Department, Program, and Graduate Studies use only" box must be completed with appropriate account code, index, and stipend amount. If the student is a "Super GA", indicate this in the account code block. Epaf numbers must be listed on the agreement form.
- 3) Departments initiate background checks for first time WKU employees.
- 4) After the background check is returned, departments submit an EPAF for each GA.
 - a. Position numbers for each GA type:
 - i. GG9999-Graduate Assistant (General)-May not be awarded tuition
 - ii. GI9999-Graduate Assistant (Instructor)
 - iii. GR9999-Graduate Assistant (Researcher)
 - iv. GT9999-Graduate Assistant (Teacher)
 - b. Include the tuition amount and any GAI stipend in the comments section of the EPAF.
 - c. Include Lawrence Snyder as an **approver** in the EPAF routing.
 - d. GAIs (Graduate Assistant Instructors) must complete a separate application. GAIs receive an additional \$100/credit hour up to \$600/semester. GAI stipend must be included on the Agreement Form, Allocation Report and EPAF. A new epaf is needed each semester if the total stipend rate varies across semesters. GAIs must be fully approved to teach by the Graduate School before being entered as Instructor of Record on topnet.
- 5) Departments are responsible for completing the PCAL Allocation Spreadsheet.
- 6) Departments submit Agreement Forms and Allocation Spreadsheet in one email to gabrielle.hunt@wku.edu by the following dates:
 - a. Fall Semester/Full Academic Year-May 23rd
 - b. Spring Semester-November 14th
 - c. Summer Session-April 1st
- 7) New Hires must go to HR on or before the first day of employment with original verifying documents to complete the I-9, tax forms, and direct deposits. International graduate assistants must first report to the Office of International Scholar and Student Services (ISSS) with immigration documents and instructions for receiving a social security number.
- 8) SPECIAL NOTE ON GRADUATE RESEARCH FELLOWS: The Graduate School completes the epaf for Graduate Research Fellows. Departments are NOT required to complete an agreement form for Graduate Research Fellows.
- 9) If a graduate assistant quits at any time, a termination epaf is required to stop payroll.