New Graduate Appointment Form Requirement

Effective with Summer II 2014

Starting with Summer II, 2014, graduate assistantship appointment forms need to be coded according to their funding source. There are three funding sources:

- Department funded (D)
- Provost/Graduate College funded (PGC)
- Grant Funded (G)

In order for the Graduate College to verify the funding source on the appointment form submitted via PeopleSoft Electronic Workflow, the initiator will need to enter a series of acronyms in the Letter Location box. **Note:** You must use parenthesis and a slash with no spaces as demonstrated in the examples below or the form will be recycled back due to reporting needs.

Enter the Acronym in the Letter of Location box field on the Graduate Appointment form:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>(D) ___ /GC</td>
<td>(Department funded), 2-4 digit hiring departments acronym and Graduate College</td>
</tr>
<tr>
<td>(PGC) ___ /GC</td>
<td>(Provost/Graduate College funded), 2-4 digit hiring departments acronym and Graduate College</td>
</tr>
<tr>
<td>(G) ___ /GC</td>
<td>(Grant funded), 2-4 digit hiring departments acronym and Graduate College</td>
</tr>
</tbody>
</table>

Please be sure to follow the example below to ensure all appointments are consistent.

Example of a “Department funded” Graduate Appointment submitted by Human Resources:

For questions on the new coding, contact Virginia Bowlby at the Graduate College.
Phone: 269/387-8259
Email: virginia.bowlby@wmich.edu