**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.
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