When GA Appointments End Early

Why it is Critical to Terminate the Appointment

Occasionally it is necessary to terminate a Graduate appointment earlier than the normal semester/session end date. Since GAs are on salaried appointments, if HR and Payroll are not notified of the early termination, the student will continue to get paid until the semester/session ends. When a Graduate appointee (GA) is no longer working for you, it is critical that the steps noted below are followed to prevent the student from getting monies to which he/she is not entitled.

HOW TO TERMINATE A GA EARLIER THAN THE END OF THE SEMESTER

1) Submit a GA Transaction form for a separation.
   o The Transaction forms are found on the HR Web site at: http://www.wmich.edu/hr/officemanagement/studenttransactions/index.html
   o The effective date is the last day the employee worked.

2) Submit a KRONOS correction form to Payroll to STOP payment for each pay period the employee is active.
   o The Payroll office may need to make changes to stop payments.

3) Inform the Graduate College of the early separation.
   o Send an e-mail with student’s name, WIN & effective date of the separation.

4) If the student is on a scholarship or receiving an award, inform Student Financial Aid of the early separation.
   o Provide student’s name, WIN, effective date and scholarship/award information.

WHAT IF THE DEPARTMENT FORGETS TO TERMINATE THE APPOINTMENT & THE STUDENT IS OVERPAID?

1) The department is responsible for collecting the overpayment from the student.
2) The department needs to contact Payroll to determine the amount the student owes to WMU.

QUESTIONS?

Student online entry: HUMAN RESOURCES
Web: www.wmich.edu/hr/
Email: hr-hris@wmich.edu
Phone: 387-3620

GA employment processes, policies and pay: GRADUATE COLLEGE
Web: www.wmich.edu/grad/
Phone: 387-8212

KRONOS or payment questions: PAYROLL
Web: www.wmich.edu/payroll/
Phone: 387-2935