

**SCHOOL OF ENVIRONMENTAL AND BIOLOGICAL SCIENCES
TA / GA APPOINTMENT INITIATION FORM**

New Appointment

Reappointment

Title Change Only

Employee Name

Department Name

Employee Supervisor

TA GA

Job Class Code

Base Salary

AY CY

Appointment

From

To

%	UDO	Location	Business Line	Project #	Account	Task
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If Award Expired, please use this alternate fund source:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If Award Expired, NCE Approved Yes

IPAS/Hold Received Yes

*****Documentation Must Be Attached*****

**If Teaching,
Indicate
Course Name
and Section:**

Preparer

Date

and/or

Chair/Supervisor

Date

**Email Form to SEBS-HR:
Business Office for Grant Accounts:
Budget Office for State Accounts:**

**Teresa Pergher, (Jackie Rusnak- For New Hires Only!)
Rachele Sylvan
Regina Williams**