

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

<input type="checkbox"/> New Appointment	<input type="checkbox"/> Reappointment	<input type="checkbox"/> Title Change Only
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Employee Name

Department Name

Employee Supervisor

Student Mentor

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:**

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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Preparer Date and/or Chair/Supervisor Date

Email Form to:
Business Office-Grant Accounts: Zenash Tassew
Budget Office-State Accounts: Jonathan Wright