

Graduate Assistant Payroll Change Form

The Graduate Assistant Payroll Change Form should be used when:

Putting a graduate employee on leave and/or returning from leave	Making a position/title/job code change
Making a pay rate change	Transferring an employee to a different position (including graduate to/from hourly position changes)

This form should not be used when:

Hiring or terminating a graduate employee	Making additional payment to a graduate employee (special projects, etc.)
Transferring an employee to a benefited position	The only change is a funding change (funding change or retroactive distribution form)

HELPFUL HINT: If you want the ability to monitor the workflow progress of the form, open the GA DocuSign form (from the NDSU FORMS page – HR/Payroll), enter a name and partial information into the form and then click FINISH LATER. The form will now be in your online account to finish and monitor its progress through the approval process.

Employee Information – Information pertaining to the graduate employee to include: Last Name, First Name, Middle Name (optional), Effective Date of Change (formatted as MM/DD/YYYY), Empl ID, Action/Reason (or Comments box), Use the Comments box for indicating additional or more specific change information. Most information can be found on Job Data if it is not known.

Current – The information for the position the employee is currently in. Information can be found on Job Data and/or Position Data if it is not known.

New – The information for the position/pay rate the employee is changing to. Information for position the employee is transferring to can be found on Position Data.

Standard Hours/Week, FTE, Number of Credits – The new standard hours, FTE and number of credits should be used here.

Funding Information – The Current and New funding information for the employee and position. Information can be found here, https://www.ndsu.edu/fileadmin/budget/docs/NDSU_Funding_Summary_Report_Job_Aid.pdf.

Who to Call?

For questions on the Employee Information, Current/New sections or Action/Reason of the form please contact HR/Payroll.

For questions on the correct job code please contact HR/Payroll or the Graduate School.

For questions on the Funding Information on the form please contact the Budget Office.

Additional Resources

Job Codes can be found here: https://www.ndsu.edu/fileadmin/hr/ACA/Graduate_Assistant_Job_Codes.pdf

Funding Change form: <https://www.ndsu.edu/fileadmin/vpfa/forms/BDGT-FndChange.pdf>

Retroactive Distribution form: <https://www.ndsu.edu/fileadmin/vpfa/forms/BDGT-RetDist.pdf>

Action	Reason	Definition
Data Change	<ul style="list-style-type: none"> a. Correction-Department b. Correction-Job Code c. Correction-Pay Rate d. Correction-Position Number e. Correction-Standard Hours f. Status Change 	<ul style="list-style-type: none"> a. Department correction/update b. Job code correction/update c. Used to retroactively correct a pay rate d. Position number correction/update done retroactively e. Standard work hours correction/update f. Percent time change, NON-BENEFITTED employees only, Demotion (voluntary or involuntary)
Leave of Absence	<ul style="list-style-type: none"> a. Personal Reasons 	<ul style="list-style-type: none"> a. Unpaid leave of absence
Paid Leave of Absence	<ul style="list-style-type: none"> a. Unpaid Short Duration 	<ul style="list-style-type: none"> a. When employee will be paid an Additional Pay, instead of regular position (i.e. Summer School Summer Salary) change compensation rate on regular position to \$0.
Pay Rate Change	<ul style="list-style-type: none"> a. Reduction in Pay b. Other 	<ul style="list-style-type: none"> a. Decrease in pay b. Anything other than above
Position Change	<ul style="list-style-type: none"> a. Transfer 	<ul style="list-style-type: none"> a. NON-BENEFITTED employees changing positions as well as any combination of changes including job family, pay rate and title
Return from Leave	<ul style="list-style-type: none"> a. Return from Leave Unpaid b. Return from Leave/Position Change 	<ul style="list-style-type: none"> a. Return from leave of absence b. Return from leave of absence combined with a change in position, job family change or title change