

Winston-Salem State University
Temporary Personnel Action Form (Graduate Students)
(FOR GRADUATE STUDENTS ONLY)

Employee Information:

Name: _____
Last Name First Name MI Banner ID

Sex: Male Female D.O.B. _____
(Check One)

Permanent Address: _____
Street City State Zip Code

Status: Full-time Student Part-time Student
(Check One)

Brief description of duties: - Grad School Graduate Assistant

***Attach Detail Job Description**

Type of Action: Appointment Reinstatement Salary Adjustment Budget Code Change

Appointment Period: From: _____ To: _____

Position Data:

Pooled Position: GAS233 FOAP: 211505-34800-914580--101

Amount Budgeted: \$ _____

Salary (Flat Rate): \$ _____

*****Once the above information is completed for the student, please send completed application, supporting documents, Personnel form and job description to graduatecollege@wssu.edu for final approval and processing.*****

Approvals:

Principal Investigator Date

Dean/School of Graduate Studies Date

Provost/Academic Affairs Date

Contracts & Grants Date

Faculty Affairs Date