
PCAL Supplemental Guide For Hiring Graduate Assistants

- 1) The PCAL standard AY assistantship stipend is \$12,000 with a tuition allowance of up to \$6,000.00. Tuition waivers may be adjusted if less is needed to support the outstanding balance. It is the current policy of the Graduate School that tuition waivers are not applied to online courses.
- 2) Graduate Assistantships are only allowed for fall and spring assistantships and only allowed for students officially listed as graduate students (undergraduate JUMP students are not allowed to serve as graduate assistants).
- 3) Departments are responsible for completing a Graduate Assistantship Agreement form (https://www.wku.edu/graduate/documents/ga_agreement_rev7_2022_19.pdf). **Digital signatures are required.** The “For Department, Program, and Graduate Studies use only” box must be completed with appropriate account code, index, and stipend amount. EPAF numbers must be listed on the agreement form.
- 4) Departments initiate background checks for first time WKU employees.
- 5) Departments submit an EPAF* for each GA.
 - a. Position numbers for each GA type:
 - i. GG9999-Graduate Assistant (General)-May not be awarded tuition
 - ii. GI9999-Graduate Assistant (Instructor)- GAIs (Graduate Assistant Instructors) must complete a separate application (https://www.wku.edu/graduate/documents/gai_application_revised_01122016.pdf)
 1. GAIs receive an additional \$100/credit hour up to \$600/semester. GAI stipend must be included on the approved department GA allocation, PCAL Allocation Spreadsheet, GA Agreement Form, and EPAF.
 2. Any deviations on GAI payments must be pre-approved.
 3. GAIs must be fully approved to teach by the Graduate School before being entered as Instructor of Record on Topnet.
 - iii. GR9999-Graduate Assistant (Researcher)
 - iv. GT9999-Graduate Assistant (Teacher)
 - b. Include the tuition amount in the comments section of the EPAF.**
 - c. Include Katie Muchmore AND Jeff Budziak as an APPROVER in the EPAF routing.**
- 6) Departments are responsible for completing the PCAL Allocation Spreadsheet.
- 7) Departments submit Agreement Forms and the Allocation Spreadsheet **in one email** to alicia.fryia@wku.edu by the following dates:
 - a. Fall Semester/Full Academic Year-May 15th
 - b. Spring Semester-November 15th
 - c. Summer Session-April 1st
- 8) New Hires must go to HR on or before the first day of employment with original verifying documents to complete the I-9, tax forms, and direct deposits. International graduate assistants must first report to the Office of International Scholar and Student Services (ISSS) with immigration documents and instructions for receiving a social security number.
- 9) If a graduate assistant quits at any time or if the graduate assistant decides not to attend WKU, the department must complete a termination EPAF or contact epaf.help@wku.edu for instructions. A resignation letter from the graduate assistant should be submitted to the Graduate School, alicia.fryia@wku.edu and katie.muchmore@wku.edu.

*Important changes regarding EPAF dates for AY 2023-2024 will be communicated via email. If you have any questions please contact katie.muchmore@wku.edu.