1. The PCAL minimum for an AY assistantship stipend is $12,000. The PCAL standard for a half summer appointment (May 15-June 30 OR July 1-August 15) is $2000. Because summer appointments are divided by the fiscal year, a full summer appointment comes from different FY departmental allocations.
2. Departments are responsible for completing a Graduate Assistantship Agreement form (https://www.wku.edu/graduate/documents/ga\_agreement\_rev5\_2014.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.
3. Departments initiate background checks for first time WKU employees.
4. Departments submit an EPAF for each GA.
	1. Position numbers for each GA type:
		1. GG9999-Graduate Assistant (General)-May not be awarded tuition
		2. 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 Agreement Form, Allocation Report, and EPAF.
			2. Departments may go “overbudget” on stipend by the amount of additional GAI stipend awarded (i.e. $300 to $600 per semester).
			3. GAIs must be fully approved to teach by the Graduate School before being entered as Instructor of Record on topnet.
		3. GR9999-Graduate Assistant (Researcher)
		4. GT9999-Graduate Assistant (Teacher)
	2. **Include the tuition amount in the comments section of the EPAF.**
	3. Include Gabrielle Hunt **AND** Lawrence Snyder as an **APPROVER** in the EPAF routing.
5. Departments are responsible for completing the PCAL Allocation Spreadsheet.
6. Departments submit Agreement Forms and the Allocation Spreadsheet **in one email** to **marcia.sanders@wku.edu** by the following dates:
7. Fall Semester/Full Academic Year-May 15th
8. Spring Semester-November 15th
9. Summer Session-April 1st
10. 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.
11. 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.