

INSTRUCTIONS FOR COMPLETING A G-A APPOINTMENT FORM

(This form replaces the PF2A-2 form previously used for hiring a non-RCB student as a Graduate Assistant)

Page 1 -All fields must be completed...

Helpful Hints:

STUDENT INFORMATION Field Name, EMPLID: if one has not been assigned yet, note such, do not leave blank.

STUDENT INFORMATION Field Name, Tuition Classification: refers to State of Georgia residency, not citizenship.

APPOINTMENT Field Name, Appointment: Choose Full if student is getting a full waiver, $\frac{1}{2}$ if student is getting a half waiver.

APPOINTMENT Field name, Total FTE: see FTE conversion chart at bottom of page 2.

The student must sign and date.

The Business Manager may sign and date for Hiring Department, it is not necessary for anyone else to sign.

Page 2 –Mark the top box, and the Hiring Department box.

The student will need to have someone from their Home Department or College fill in the remaining information including the approver's name and title, signature, and date. PDF file versions via e-mail are fine.

The RCB Dean's Office will need the completed form before a waiver will be entered for the student. PDF file versions via e-mail to grahire@gsu.edu are fine.

Note, the student's information must be on the GroupHireForm spreadsheet along with other G-As.

**GRADUATE ASSISTANT
PERSONNEL ACTION FORM**



REQUESTING DEPARTMENT

Unit Name:	Department of Management	Supervisor:	Dr. Wendy Roth	Supervisor Emplid:	0264876
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STUDENT INFORMATION

Name: Sai Lohith Motupalli	PantherNumber: 002851852
EMPLID: 4121949	
Primary Degree Program: Master of Computer Science	Email: smotupalli1@student.gsu.edu
Enrollment Status: Full-Time	Tuition Classification: Non-Resident

APPOINTMENT

Appointment:	Full Appointment	Position:	Graduate Teaching Assistant, Level A (GTAA)
Term:	Fall	Year:	2025
Total FTE:	40%	**Employment should not exceed 50% FTE.	
Does student have additional appointments?	No	If yes, where? (i.e., GSU department/Unit, other state of GA college or university)	

FUNDING

Please provide information about all assistantships (and funding sources) being offered to a single student.

Position Title/Level	FTE	Speedtype	Total Compensation	Per month compensation	Start Date	End Date
GTAA	40%	MGT4	2500.00	625.00	08/25/2025	12/8/2025

COMPENSATION

Waiver:	Full Tuition Wavier	(Full Waiver requires Student to have evidence of health insurance coverage.)
Total Compensation:	\$2500.00	

Student Signature: _____ Date: _____

I certify that I have received a copy of the university's Graduate Assistant Policy. I understand that I must meet a part-time enrollment status and that I cannot take an academic overload during the term(s) of my employment. I also understand that I cannot serve in any other employment category at state of GA colleges or universities while working as a graduate assistant.

HIRING DEPARTMENT

Hiring Official Name: Sharon Sullivan Signature: Sharon Sullivan Date: 5-21-2025

Budget Official Name: _____ Signature: _____ Date: _____

Dean/VP/Other Name: _____
(If Required)

GRADUATE ASSISTANT PERSONNEL ACTION FORM



HOME DEPARTMENT APPROVAL (Required for all GA appointments in Administrative Units)

The hiring department is requesting approval to hire the above referenced graduate student for the term(s) indicated.

If approved, tuition waiver will be applied by: Hiring Department Type equation here. Home Department

Enrollment Eligibility: Choose an item.	Academic Eligibility: Choose an item.	3.82
Comments:		

Home Department Official: _____ Signature: _____ Date: _____

APPOINTMENT DEFINITIONS

Enrollment Eligibility: Student meets required minimum enrollment for research assistantship.

Academic Eligibility: Student is in good academic standing/not on academic probation.

Graduate Administrative Assistant (GAA)

Graduate administrative assistants provide academic and program support. GAA responsibilities are administrative, consisting of duties unrelated directly to teaching or research. Any student accepted into a graduate degree program may be appointed as a GAA.

Graduate Computing Assistant (GCA)

Graduate computing assistants provide computer and technology support for academic units, programs, and labs. Any student accepted into a graduate degree program may be appointed as a GCA.

Graduate Research Assistant (GRA)

Graduate research assistants conduct academically significant research under the direction of a faculty member, who may be a regular teaching faculty member or a principal investigator on an external grant or contract. Any student accepted into a graduate degree program may be appointed.

Graduate Teaching Assistant, Level A (GTAA)

Graduate students holding GTAA appointments may not have a primary responsibility for a course, but may serve as discussion leaders in breakout sections, grade papers, or assist the primary instructor of a course in other ways. GTAAs may also engage in a range of other instructional activities that are not tied to a specific course (e.g. proctoring for multiple courses, tutoring, advising). The dean, department chair or division director shall determine that the credentials of a student qualify the individual to undertake the work assignment.

Graduate Teaching Assistant, Level B (GTAB)

Students appointed as a GTA Level B must have a baccalaureate degree and be enrolled in a graduate program, and will have completed more than 18 hours of graduate course credit in the appropriate discipline. GTABs require approval by the university provost and chief academic officer, as the university president's designee, prior to assignment as the instructor of record for a course. The dean, department chair or division director shall determine that the credentials of a student qualify the individual to undertake the work assignment. GTABs must be under the general supervision of regular faculty members, and there must be a mentoring process in the department or division to assist them in their teaching activities. Non-native speakers of English appointed as GTABs must demonstrate English language proficiency.

Combined Codes (for Graduate Assistants performing multiple roles)

Graduate Teaching A and Research Assistant (GTARA)

Graduate Teaching B and Research Assistant (GTBRA)

Graduate Administrative and Research Assistant (GARA)

Graduate Computing and Research Assistant (GCRA)

FTE

FTE Average # hours/week	Average # hours/week	Total # of Hours for Month-Month Graduate Assistants per Pay Block	Total # hours for Semester by Semester Graduate Assistant per Pay Block
20%	8	140	120
25%	10	175	150
30%	12	210	180
35%	14	245	210
40%	16	280	240
45%	18	315	270
50%	20	350	300

Signature: Weili

Email: wli28@gsu.edu

FALL 2025-G-A Appointment Form__University-SAI LOHITH MOTUPALLI

Final Audit Report

2025-06-03

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