**ADMIN**

1. ~~Application is processed through Google Forms~~
2. ~~How are prospective TA’s prioritized?~~
   1. ~~Prioritize PhD Students~~
   2. ~~Then MS students~~
   3. ~~Then BA students~~
   4. ~~Academic information is more essential than a personal statement~~
3. ~~How do you get the budget information?~~
   1. ~~Not involved~~
4. ~~Do you want TAs to edit their info?~~
   1. ~~Yes, and no. Only in the beginning~~
5. What does a faculty rec look like?
   1. Google Form, rudimentary with 5 questions
   2. Create better questions
6. ~~All login uses x500~~
7. TA’s can be ranked using Toefl and SETTA tests
8. What are the different types of appointments on the TA application?
9. Do current TA’s have a way to save their information for the next semester?
   1. Currently no, but would be nice
10. All communication between campus members is done through email
    1. Subsystem would be interesting (is this necessary though?)
11. TA application for class selection is currently a drop down method
    1. Categorization would be nice since there are a lot of classes
12. The number of TA’s per course is determined by enrollment
13. What is the biggest pet peeve of the system?
    1. Communication, since everything is currently done by email
14. How would you prefer to receive notifications?
    1. If all notifications can be placed in a central system that is easily accessible by a bunch of users that have clearance
15. What kind of emails are sent out during the office
    1. TA applications are open
    2. Reminders that applications are still open
    3. One-on-one communications between prospective TA’s who have questions
16. TA’s have to be given access to other areas of the department necessary for their position

**PAYROLL**

1. Graduate students don’t have to fill out time sheets, while undergrads do
2. How does payroll handle TA dropouts?
   1. Confirmation with the ta that they want to drop
   2. Replacement has to be found
3. How do you handle overtime?
   1. Graduate students can’t
   2. Undergrads are asked to not work more than 20hrs, doesn’t usually come up
4. How does the current system keep track of budget?
   1. Budget is reviewed after the semester is started
5. Any pet peeves with the current system for payroll?
   1. Getting better information to send out to TA’s
6. What is involved in the process of sending out appointment details to TA’s?
   1. Automated system would be nice to send out initial information when the system recognizes an accept status
7. Registration requirements must be met by the second week of the semester
   1. I-9, background check, etc.…
8. What constitutes a conditional offer?
   1. Language training
9. What happens when a Ta rejects an offer or an offer expires?
   1. Update their sheets, new offers have to be sent out