



**Graduate Assistant/Workshop
Authorization**

Employer:		Banner ID # :		Date:		
<input type="checkbox"/> W&M <input type="checkbox"/> VIMS		Employee Name:				
		Last		First		
				Middle		
Employment Begin Date			Employment End Date			
ASSIGNMENT LOCATORS						
New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Extending <input type="checkbox"/>		Home Org		Time Sheet Org:		
Email:			Department Phone:			
Location:			Supv Name			
			Supv Pos #			
Time Sheet Approver Name			Time Sheet Approver Pos #			
ASSIGNMENT DATA						
Index		Acct		Graduate Assistant Semi-Monthly Rate		
				# of Pay Periods		
				Total Salary		
I-9 Received			Workshop Hourly Rate			
FOR HUMAN RESOURCES USE ONLY						
Position Number		GA Role Code 90001		WS Role Code 89047		
				Role Title Graduate Assistant / Workshop		
				Salary		
WM - Approvals			Date:		VIMS - Approvals	
					Date:	
Dean:			Associate Dean:			
Department Chair:			Department Chair:			
Sponsored Programs:			Sponsored Programs:			
Finance:			Finance:			
Banner:						