

Office of Human Resources
Austin Peay State University
Graduate Assistant Data Entry Form

Demographic Information

Last Name: _____ First Name: _____ Middle: _____
(as shown on Social Security Card)

Banner ID #: _____ Hiring Department: _____

Employee Information

Employee Class: _____ Timesheet Organization: T _____

Assignment Information

Start Date: _____ End Date: _____

Position Number: _____

Period Rate: _____ Total Payment: _____

Job Labor Distribution: FOAP

Fund: _____ Orgn: _____ Acct: _____ Program: _____
(Use Finance Chart of Accounts)

Approving Signatures

Hiring Manager/Program Coordinator's Approval _____ Date: _____

Department Chair _____ Date: _____

College of Graduate Studies Approval _____ Date: _____