Graduate School Academic Staff Notice of Appointment (GSAS) Form – Update 06/4/2025

GSAS Functions

- **Notifies the Graduate School a tuition scholarship has been offered, approved and accepted.**
- **Provides a formal contract between the student on an assistantship and the University of Kentucky.**
- **Interfaces with the TA Credentials database to ensure SACS accreditation standards are met.**
- **The GSAS system does not interface with payroll.**

Do not enter GSAS forms for the following situations:

- Students on LTJ Fellowships, or any other GS Fellowship which provides tuition. If unsure, contact us.
- Students on Training Grants.
- Students supported by extramural organizations such as Fulbright, LASPAU, China Scholarship Council, Higher Committee of Educational Development (Iraq), Foreign Government Sponsorships, etc.
- Overload assignments for students who already have active GSAS forms for a full-time assignments
- You do not need to submit a new GSAS form to change an account number. They can be updated during the Universal Tuition Edit Open period as noted in the dates below.
- You do not need to submit a new GSAS form to change a TA type. You will be able to correct this in the TA Credentials Database.

GSAS 2025-2026 Submission Windows Dates:

Fall Term

GSAS Open **7/14/2025** thru **8/25/2025**

Exception to Business Procedures will be needed for GSAS forms not submitted by **8/25/2025**

Deadline for students to accept GSAS form: **9/01/2025**

Universal Tuition Account Field Edit Open - **7/14/2025** thru **9/26/2025**

Spring Term

GSAS Open **11/17/2025** thru **1/12/2026**

Exception to Business Procedures will be needed for GSAS forms not submitted by **1/12/2026**

Deadline for students to accept GSAS form: **1/19/2026**

Universal Tuition Account Field Edit Open - **11/17/2025** thru **2/27/2026**

Summer Term

GSAS Open **4/13/2026** thru **5/18/2026**

Exception to Business Procedures will be needed for GSAS forms not submitted by **5/18/2026**

Deadline for students to accept GSAS form: **5/25/2026**

Key Features

- The GSAS operates on a workflow structure, allowing parties involved to review and give feedback.
- Log-in requires your myUK username and password
- The Hiring Department initiates the GSAS form.
- The GSAS requires two pieces of information:
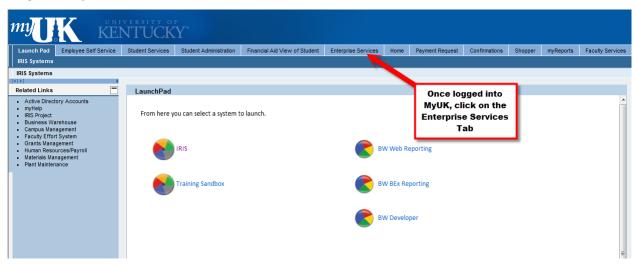 Position / PERNR number
  Universal Tuition (UT) account number - (only required for RA's and GA's and can be edited later, see dates above)
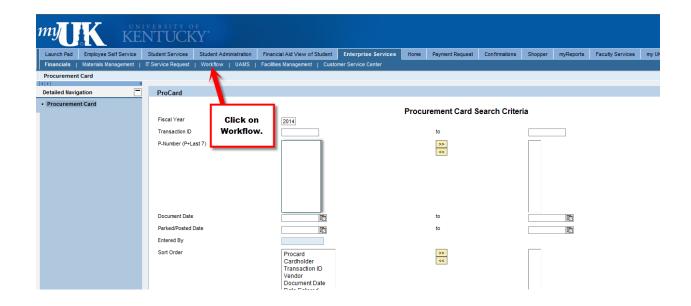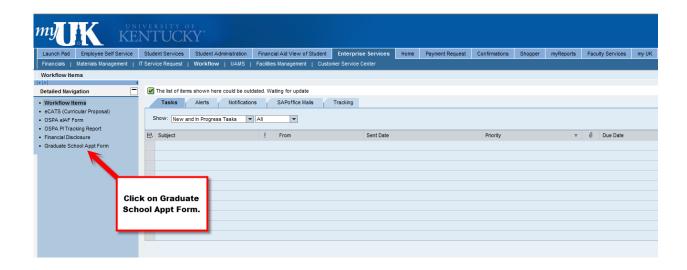- Students must log-in and accept the offer to complete the form

NOTE: If the student is being hired outside their main academic department, the workflow will route to the student's main academic department for approval first before being routed to the student to accept the offer.
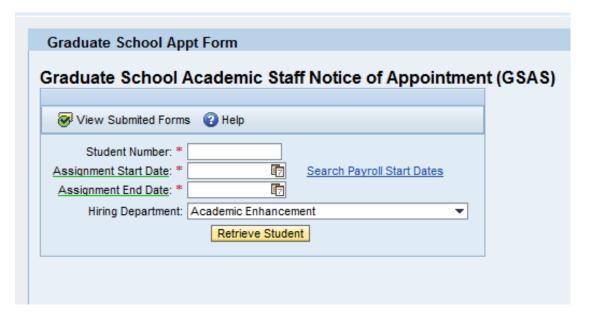
Finding The Form:

Log-in to myUK

Once logged into MyUK, click on the Enterprise Services Tab

Click on Workflow.

Procurement Card Search Criteria

Fiscal Year   2014
Transaction ID   to
P-Number (P+Last 7)
Document Date   to
Parked/Posted Date   to
Entered By
Sort Order   Procard
Cardholder
Transaction ID
Vendor
Document Date

Click on Graduate School Appt Form.

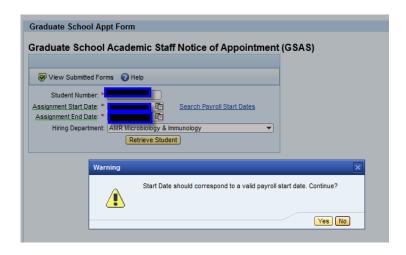**Now, let's walk through the process in more detail**:

Start Screen

Student Number

- The student number must be typed in. Currently, there is not a look-up feature. (Leave off the preceding "9" as this will cause the form to go into error mode.)

Assignment start and end dates

- Like many UK systems, there is a calendar look-up for the date fields, or you can just type in the date using the XX/XX/XXXX format. You can also search for payroll dates so that you can select the start date corresponding with the payroll date closest to when your student will be starting work.
- If you do not do the payroll start date search, and your start date does not align with a payroll start date, the system will issue the warning message below when you attempt to continue. This is just a notification. If you need your start date to be a specific date other than a payroll start date, just click "Yes" and move on; otherwise, you can click "No" and revise your start date.

NOTE: GSAS forms should only be entered on a term by term basis. GSAS forms will be cancelled if the dates entered are across more than one term.

Please note the GSAS system does not directly connect to the payroll system so please use the exact assignment dates in the SAP payroll system and modified dates in the GSAS system. Suggested GSAS assignment start/end dates for students whose assignment covers the entire academic year are listed below:

Fall Term (Session 010)

Start Date: Official start date of the SAP payroll assignment no earlier than August 10th (PR #18)

End Date: Official end date of the SAP payroll assignment no later than December 27th (PR #1)

Spring Term (Session 030)

Start Date: Official start date of the SAP payroll assignment no earlier than December 28th (PR #2)

End Date: Official end date of the SAP payroll assignment no later than May 16th (PR #11)

Summer Term (Session 050)

Start Date: Official start date of the SAP payroll assignment no earlier than May 17th (PR #12)

End Date: Official end date of the SAP payroll assignment no later than August 8th (PR #17)

Assistantships are not offered during the Winter Session

Hiring Department
- Choose the applicable hiring department from the drop-down menu. Typing the first letter of the hiring department name will take you closer to that point in the list. Your list of hiring departments corresponds to the org units for which you have been granted access to hire. In order to have view or entry access in the GSAS system, employees will need to have completed the SLCM 200 course that provides the student account view role. Once they have completed the course, their supervisor needs to email Kevin Johnson (kevin.johnson@uky.edu) and include the 8-digit Org Unit number code for the hiring departments they need to access, which level of access, view or entry, their linkblue ID, and the reason why they need access to the GSAS system. The Org Units should be hiring units within their college or general area. If they are replacing someone, please include the linkblue ID of the person they are replacing so they can be removed. Employees should not have access to enter GSAS for other hiring departments outside their college or general area.

After you have entered the four categories, click on "Retrieve Student." That will take you to the Position Screen below.

POSITION SCREEN

On the left-hand column, you can verify that you have the correct student by cross-referencing the name, student number, and date of birth. You also see the hiring department, assignment dates, and the student's degree program.

Type

Payroll assignment types must match GSAS assignment types in order to be eligible for the Graduate School tuition award and the Student Health Plan.

- Teaching Assistant – must correlate with a Teaching Assistant assignment in payroll
- Research Assistant – must correlate with a Research Assistant assignment in payroll
- Graduate Assistant – must correlate with a Graduate Assistantship assignment in payroll

Allocated Tuition Scholarships (ATS) – Each college has received a number of ATS they can use for each academic year. Please consult with your DGS and/or college Budget Officer before selecting these types to verify the number of ATS available for your department. There are three assignment types:

- ATS Research Assistant – must correlate with a Research Assistant assignment in payroll
- ATS Graduate Assistant – must correlate with a Graduate Assistantship assignment in payroll
- ATS Fellowship – must correlate with a Fellowship assignment in payroll

Deans Tuition Scholarships (DTS) – Each college has received a specific dollar amount to be used as DTS for the academic year. Please consult with your DGS and/or college Budget Officer before entering "1234567890" as the UT Account number. Once the tuition scholarship has posted to the student's account, you will see the aid amount field populated in the "View Submitted Forms", with the dollar amount of tuition that will be charged against your college's specific dollar amount.

Position / PERNR Number

- Coordinate with the person who sets up your payroll assignments to get this number. A PERNR number is required for all RA positions in order to process the tuition recharge.
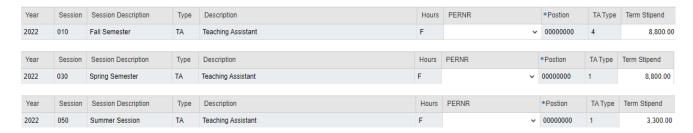
HT/FT

- Half time (HT) – Student works 10 hours per week and receives a ½ tuition scholarship (unless paired with another ½ assignment)
- Full time (FT) – Student works 20 hours per week and receives a full tuition scholarship
- If you have a student whose assignment will be split within the term (ex. 1/2 RA, 1/2 TA), you can click the "Add Position" button and it will give you the option to enter the second part of the assignment.
- Please note these fields must match the FTE in the payroll assignment in order to eligible for the Graduate School tuition scholarship and Student Health Plan.

UT Account

- The account is the cost center or WBS element that you wish to charge the student's in-state portion of the tuition to and is only required for GAs and RAs. Please coordinate with your DGS and/or Budget Officer to get this information.
- A dummy number is no longer acceptable. If you are unsure of your account number or there will be more than one account number used, just enter your departmental cost center. Make sure you go back into the GSAS system, "View Submitted Forms", to edit or add account numbers prior to the Universal Tuition being processed in September for the fall semester and February for the spring semester.
- Once the tuition scholarship has posted to the student's account, you will see the aid amount field populated in the "View Submitted Forms", with the dollar amount of tuition that will be charged to the cost center or WBS element entered in the GSAS form.

==Term Stipend== - No longer necessary but until the GSAS system is updated, you will need to enter something. You can enter a dollar, 1.00, in order allow the system to let you process forward.
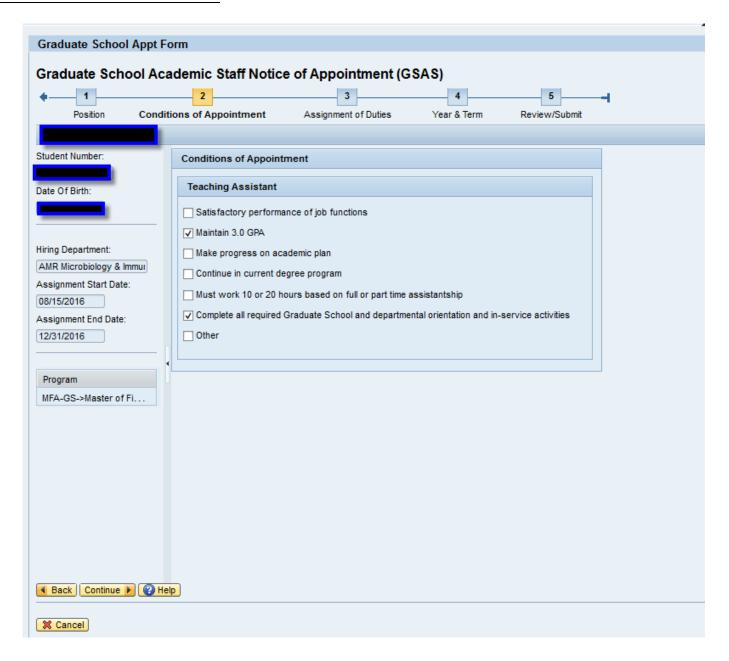
- If you want to enter a stipend amount for the semester contracted (i.e. stipend amount for fall semester), this is an example of a student who should receive an annual stipend of $20,900.00 based on a 12 month assignment as entered in the GSAS system:

Year	Session	Session Description	Type	Description	Hours	PERNR	*Postion	TA Type	Term Stipend
2022	010	Fall Semester	TA	Teaching Assistant	F		00000000	4	8,800.00

Year	Session	Session Description	Type	Description	Hours	PERNR	*Postion	TA Type	Term Stipend
2022	030	Spring Semester	TA	Teaching Assistant	F		00000000	1	8,800.00

Year	Session	Session Description	Type	Description	Hours	PERNR	*Postion	TA Type	Term Stipend
2022	050	Summer Session	TA	Teaching Assistant	F		00000000	1	3,300.00

NOTE: GSAS forms should only be entered on a term by term basis. GSAS forms will be cancelled if the dates entered are across more than one term.

Once you have entered all the necessary information, click "Continue."
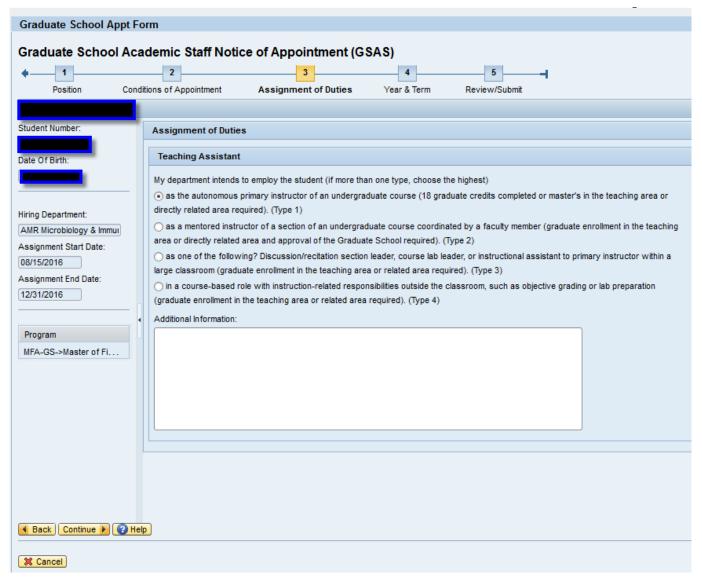
CONDITIONS OF APPOINTMENT SCREEN

This is the Conditions of Appointment screen. The system displays conditions of appointment options by position type category based on what you chose on the previous screen. I chose TA and RA on the previous screen, so I am seeing conditions of appointment options for those two types. You can click on any of the pre-populated conditions that are applicable and/or you can click "Other" and a fill-in box will appear where more specific conditions can be entered.

NOTE: For all assignments, "Maintain 3.0 GPA" should be checked. Also, for TAs, condition "Complete all required Graduate School and departmental orientation and in-service activities" should always be checked. In a future phase of the new GSAS, we will attempt to have these boxes pre-populate as checked but for now, please check them manually.

Once you have entered everything necessary to the conditions of appointment, click "Continue."

ASSIGNMENT OF DUTIES SCREEN

This is the Assignment of Duties screen. The system displays assignment of duties options by position type category based on what you chose on the Position screen. I chose TA and RA on the Position screen, so I am seeing assignment of duties options for those two types. You can click on any of the pre-populated conditions that are applicable and/or you can click "Other" and a fill-in box will appear where more specific information can be entered.

NOTE: For TAs, you should select the Type that most closely aligns with what you predict the TA to be doing. Choosing Type 4 will require that more specific information about the duties be entered into the additional information box. Please be as specific as possible.
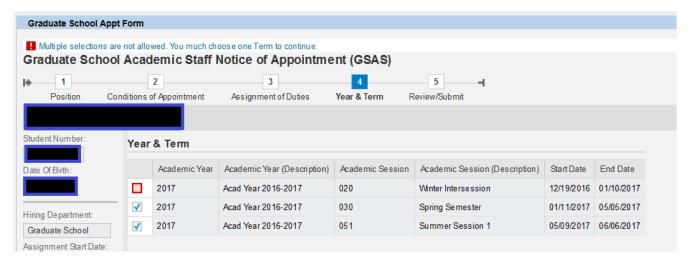
If you discover that the TA type you select in the GSAS is not the eventual TA type, do not reenter a GSAS simply to edit a TA type. There are two options to correct this. 1) Contact Kevin Johnson (kevin.johnson@uky.edu) and ask to have the current GSAS cancelled so you can enter a new GSAS with the correct TA type or 2) leave the current GSAS entered and addressed the incorrect TA type in the TA Credentials Database.

Click "Continue."

YEAR & TERM SCREEN

Term

- This screen pulls in all years and terms that fall within the dates of the assignment. As your date range should encompass only one term, the selections on this screen should be minimal. Select the term applicable to your student's assignment.
- You must enter separate GSAS forms for Fall, Spring, and Summer terms. If more than one term is selected, you will receive a red error message and the form cannot be submitted.
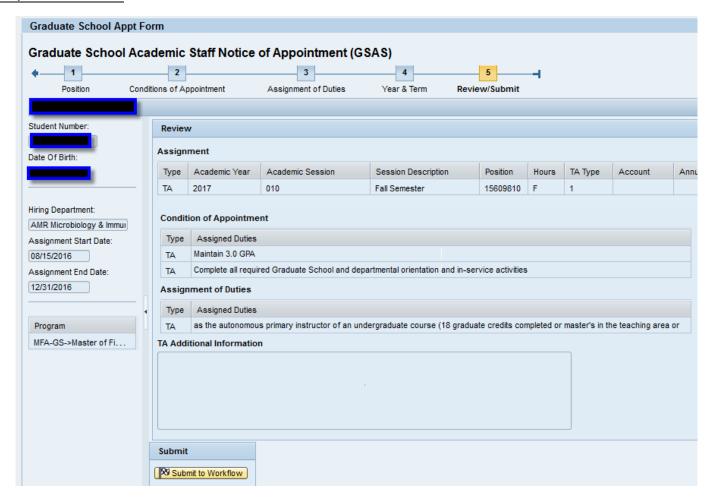

- If a student already has an active GSAS form for the term selected, you will see a yellow warning sign. This warning sign will not prevent you from submitting the GSAS form since there are some cases where a student may have (2) half assignments that require (2) GSAS forms. This new feature will assist in preventing duplicate forms from being submitted.
  - **If a form needs to be cancelled, please contact Kevin Johnson (**kevin.johnson@uky.edu**).**
  - If a valid GSAS form has already been submitted and you are submitting an overload request, cancel your GSAS form and complete the Overload Request Form (https://gradschool.uky.edu/faculty-staff-forms)and email to Grad School Dean (gsdean@uky.edu).

Note: Do not enter GSAS forms for overload assignments, students on LTJ Fellowships, students on training grants, or students supported by extramural organizations such as Fulbright, LASPAU, Foreign Government Sponsorships, etc.

NOTE: GSAS forms should only be entered on a term by term basis. GSAS forms will be cancelled if the dates entered are across more than one term.

Click "Continue."

REVIEW/SUBMIT SCREEN

The review/submit screen allows you to look over what you have entered and make sure it is complete and accurate before you submit it to the workflow. Changes require a new form be submitted, so please review this screen carefully before clicking "Submit to Workflow." Should you discover you need to make changes to a submitted form, please contact Kevin Johnson (kevin.johnson@uky.edu) before doing so. The previous form should be cancelled before a new form is submitted.

WORKFLOW PROCESS

- After you click "Submit to Workflow," the workflow will direct the GSAS form to the student's main academic department for review and approval if different from the hiring department.
- Any employee with hiring department entry access will receive and can approve the GSAS workflow.
- Once approved by the academic department, the form will route directly to the student to approve/reject/request changes via an e-mail link.
- If the student is being hired within the student's main academic department, the form will route directly to the student to approve/reject/request changes via an e-mail link.
- Please note the GSAS system pulls the student's UK email address from SAP. If a student does not have a valid UK email address, the GSAS form will receive an error. Please have the student contact ITS at 859-218-HELP(4357) to resolve the issue.
- Once accepted by the student, the Graduate School receives notice of approval and can then apply the student's tuition award.
- Send questions to kevin.johnson@uky.edu.