

# Printing the Graduate Assistant Appointment And Certification Form

## Processes and Reports → Grad Asst Appt/Cert Form

(Do not go into Submit Processes and Reports)

This form is required for all Graduate Assistant new hires and reappointments. Print the document as soon as the action has been submitted for approval. Obtain the required signatures and file this form at the departmental level.

1. Enter the Effective Date of the action in the Date field. This is the employee's hire date or the date of the assignment change.
2. Search for the employee by entering the Employee No., SSN, or Full Name field.
3. Click Search or tab to the Assignment No. field.
4. Enter the Assignment Number. The Assignment Number always starts with the employee number and, if it is a concurrent assignment, will be followed by a "-2", "-3", or similar.
5. Item Key:
  - a. If you are running the certification form for a new hire or a new concurrent assignment, leave the Item Key field blank.
  - b. If you are running the certification form for an assignment change, enter this field. Obtain the Item Key by finding an approval notification for this action in CSU Approvals. The Item key is located at the bottom of each notification.
6. Click Run Report.
7. The certification form will open automatically in Adobe Acrobat.