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.**

**Navigator screen > Processes and Reports >Grad Asst Appt/Cert Form**

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. 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.
3. Search for the employee by entering the Employee No. or Full Name field.
4. Click Search for person or tab to the Assignment No. field.
5. 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
6. Item Key:
	1. For a new hire or a new concurrent assignment, leave the Item Key field blank.
	2. For an assignment change, click in this field, then click the List of Values button.
7. Click Run Report.
8. The certification form will open in Adobe Acrobat.
9. Obtain the signatures as indicated on the report.
10. After the employee signs and dates the form, retain it in the department. Do not forward to HR .