Requests for a Graduate Assistant to work additional hours will be handled as follows: (approval should be obtained PRIOR to the student working any additional hours):

A. Locate **Academic Department Approval for Graduate Assistant > 50% Effort Request** form on the OGAPS forms web page [http://ogaps.tamu.edu/Buttons/Forms-Information](http://ogaps.tamu.edu/Buttons/Forms-Information) under Faculty & Staff Forms and Information / Student Employment / Request for a Graduate Assistant to Work Additional Hours.

B. Complete the **Academic Department Approval for Graduate Assistant > 50% Effort Request** form:

1. Complete the **Student Information**, the **Primary Appointment Information** and the **Additional Appointment Information**

2. Please note that the Department Contact person should indicate the ABA/BA or department/division business contact information, as applicable.

C. Required signature

1. For students **with no** formal graduate committee, the GOC DEAN (Dr. Harry Hogan) will sign the form. Submit the form to Tandilyn Morrel via email to tmorrel@tamu.edu

2. For students **with** a formal graduate committee, only the student’s faculty committee chair will sign the form.

**NOTE:** **A formal committee is established when a student has an APPROVED degree plan on file with OGAPS, listing their faculty committee.**

D. Workday

1. Once the form has been signed by the faculty committee chair, or the GOC Dean (Dr. Hogan), it will be provided back to the graduate department for processing.

2. The department should then provide the completed and signed form to the hiring department staff who will process the student’s payroll action in Workday.

3. The new form should be **attached** in Workday for payroll actions that fall under the following categories:

   - Increases in effort >50% through the Change Job BP in Workday
   - “Add Additional Job” BP in Workday for students already employed in a Graduate Assistant title
** Please make sure to adjust the weekly hours/schedule in Workday to match what you are requesting on the form.

The Workday functions described above will electronically route to OGAPS for review and approval. OGAPS will review the attached form for required information and process accordingly. OGAPS will retain a copy of the form in the student's record.

1) If an old form for spring 2018 has already been sent to OGAPS for processing, but the payroll action will need to take place in Workday, please add a comment to the Workday function, so OGAPS knows to look for the form in our processing queue.

2) If an old form is completed and able to be given to the payroll processor in the department for a Workday request, please attach the old form to the Workday payroll request.