# 7.3.2 Assistantships: Implementation

## Jump To:

1. Assistantships

## 1. Assistantships

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>1. Before processing any financial support for a graduate student, aid-year activates the student in GFS.</td>
<td>Department</td>
</tr>
<tr>
<td>2. Notifies the department of any external funding to which the student is entitled.</td>
<td>Student</td>
</tr>
<tr>
<td>3. In the case of an international student to be appointed to any level of teaching assistantship, arrange for the required English language screening by the English for Foreign Students (EFS) staff at least one full quarter in advance of the anticipated teaching appointment.</td>
<td>Student</td>
</tr>
<tr>
<td>4. Complete the necessary screening and record the outcome in PeopleSoft.</td>
<td>EFS Office</td>
</tr>
<tr>
<td>5. For new externally-sponsored research awards, processes the notice of award and establishes the appropriate PTAs.</td>
<td>Office of Sponsored Research</td>
</tr>
<tr>
<td>6. Creates PeopleSoft item types for the appropriate salary and tuition categories.</td>
<td>Department</td>
</tr>
<tr>
<td>7. Determines the appropriate levels of appointment and salary enter these as paylines in GFS. Finalizes the associated TAL payment.</td>
<td>Department</td>
</tr>
<tr>
<td>8. Approves in Workflow in a timely manner.</td>
<td>Home Department and Financial Approvers</td>
</tr>
<tr>
<td>9. Enrolls in appropriate units in order to receive financial support, and performs the work associated with the assistantship.</td>
<td>Student</td>
</tr>
<tr>
<td>10. Monitors overall levels of funding and academic progress of the student.</td>
<td>Department</td>
</tr>
</tbody>
</table>