



College of Family and Consumer Sciences
Office of Finance and Human Resources

Position Change Request Form for Graduate Assistant

This form is required to request the creation of a new position, fill a vacant position, reclassify an existing position, or to request a change to a filled position. The completed request should be submitted by your department's Director of Graduate Studies and/or Graduate Program Administrator (or equivalent staff position) to facsga@uga.edu for review and processing by OFHR. OFHR will route for appropriate signatures in DocuSign and process transaction(s).

***Please complete the form with as much information as possible. Missing information may delay review of the form.**

Name of Graduate Assistant:				Current Supervisor:	
Student Email Address:				Supervisor Email Address:	
Department:	Position Number:	Current FTE:	MS or PhD:	Current Classification:	
Name of Requestor:					

Effective date of change (*must be future-dated and first day of month, unless this for a termination*):

What are you requesting? (Select all that apply)

☒ New Assistantship (added to dept GA planning spreadsheet) ☐ existing position ☐ new position

Reclassification/Working Title Change: ☐ GA ☐ GRA ☐ GTA

☐ FTE Change**: ☐ 33% ☐ 40% ☐ 50% ☐ Other _____

Justification for change/other relevant details:

☐ Department confirms Department GA planning spreadsheet has been updated ☐ Check if funding source is also changing

Director of Graduate Studies Approval: _____

Date _____

Department Head Approval: _____

Date _____

PI Approval (For Funding Updates Only): _____

Date _____

Change Process Description

This form is to request the creation of a new position, fill a vacant position, reclassify an existing position, or to request a change to a filled position for a Graduate Assistant.

Step 1: Complete all required fields for the type of change being requested.

Step 2: Email request form to facsga@uga.edu.

Step 3: OFHR will review the form and route for appropriate signatures of approval.

Step 4: After the signed form is returned to OFHR:

- a. A revised offer letter will be generated and routed for signatures, if applicable.
- b. After the signed offer letter is returned to OFHR, all appropriate system transactions will be processed.

****Please note:** FTE or changes in base rate for any graduate assistantship may be made only **once** during the semester regardless of the funding source.

See: https://www.fcs.uga.edu/docs/Graduate_Assistantship_Funding_Model_Policy_rev_08.01.23.pdf

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