Section A. Position Information

*Reports To Name: Enter Actual Supervising Faculty Name
*Time Approver Name: Enter person that will approve student's time
*Pay Rate: Enter MONTHLY Stipend $
Use must select a Background Check option.
*Background Checks Needed: [ ] None [ ] Criminal [ ] Credit [ ] MVR
(If position has access to children, is a position of trust, or requires after-hours access, pre-employment screening is required.)
Job Code (if applicable, leave blank if unknown): [ ] Leave Blank (must provide description below if unknown)

*Use this space to provide a brief description of work to be performed:

Enter "See Contract" here.

For Grad College funded positions use: 430001049220 in Combo Code box below.

Section B. Position Funding

*Select Funding Type: You must select from this drop down list

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>% of Pay</th>
</tr>
</thead>
</table>

Section C. Approvals

*Hiring Manager: Faculty member supervising student name here Signature: ___________________________ Date: ____________
*Dept. Manager: Department Chair name here Signature: ___________________________ Date: ____________
Business Manager: optional Signature: ___________________________ Date: ____________
FWS/Grants(if applicable): If stipend funded on a grant you need this Signature: ___________________________ Date: ____________

Section D. To Be Completed by Budget/HR Only

Budget Name: ___________________________ Signature: ___________________________ Date: ____________
Date Received: ___________________________ Budget Reference Number: ___________________________ Funding Verified: [ ] Yes
Class & Comp By: ___________________________ Date: ____________
Data Entry By: ___________________________ Date: ____________

Send signed form WITH GRA/GTA contract to gradcollegeforms@kennesaw.edu ONLY. Do not sent anywhere else.
Submit form to HR@kennesaw.edu once completely filled out and all approvals have signed. Rev 9/17/2019