

## Graduate Assistant Summer Leave of Absence (LOA) Process Quick Reference Guide

The Graduate Assistant (GA) summer Leave of Absence (LOA) process is for graduate students who will be working in an OPS appointment over the summer and will not be working on their GA record.

### Which employees will need an LOA?

A Graduate Assistant record can be put on a summer LOA if the employee:

- Will not be taking a full-time course load over the summer,
- Will be working in an OPS job code on another record, and
- Will be returning to the primary GA appointment for the fall semester.

For graduate students who meet all the above requirements and will not be funded on their GA record at the same time as the OPS job record, the GA record should be placed on a summer LOA. A pPAF should be submitted to put the record on a summer LOA. Please follow the example format below:

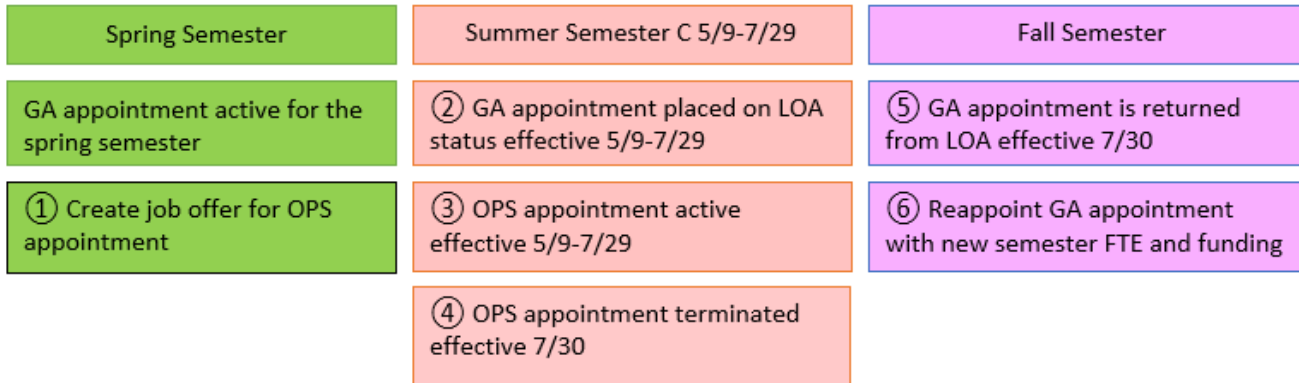
FSU PERSONNEL ACTION FORM				
Empl ID: 000000000	Empl Rcd No: 0	Transaction Effective Date: <span style="border: 1px solid red; display: inline-block; width: 100px; height: 15px;"></span>		
Last Name: Hawk		MI: A	First Name: Tom	
U.S. Citizen? <input checked="" type="radio"/>	RA? <input type="radio"/>	NRA? <input type="radio"/>	Visa Expiration Date: <input type="text"/>	
Employee Type: <input checked="" type="checkbox"/> OPS Non-FAC		<input type="checkbox"/> OPS FAC	<input type="checkbox"/> USPS	<input type="checkbox"/> A&P
<input type="checkbox"/> Original Appt		<input type="checkbox"/> Transfer	<input type="checkbox"/> Salary Chg	<input type="checkbox"/> Termination (Complete Term Section Below)
<input type="checkbox"/> Addl Appt		<input type="checkbox"/> Status Chg	<input type="checkbox"/> Funding Chg	<input checked="" type="checkbox"/> Other (see comments)
<b>Status/Standard Hours Details:</b> <span style="color: red; font-weight: normal;">Hours of GA appt during LOA</span>				
Standard Hours (Weekly): 20.00		Current / New		Current / New
		0.01		
Employee Class: <input type="text"/>		Admin Code: <input type="text"/>		
<b>Position/Department Details:</b>				
<b>Current Information:</b>			<b>New Information:</b>	
Position Number: <input type="text"/>	Department Number: 193000		Department Name: <input type="text"/>	
Department Name: Art History	Location: 00171019		Job Code: <input type="text"/>	
Job Code: M9184	Job Title: Graduate Teaching Assistant		Job Title: <input type="text"/>	
<b>Salary Change Information - Retroactive Only - All others use ePAF</b>				
Salary Change Reason: <input type="text"/>				
	<b>Hourly /Biweekly</b>	<b>Annual/Contract Amount</b>	<b>Period Amount</b>	
Current Salary	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
New Salary	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
<b>Funding Details:</b>				
	Funding Begin Date	Distribution %	Funding Account Code	Funding End Date
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Note: If additional funding accounts are required, attach an addendum with the required additional funding information. Funding distribution must equal 100% for any funding period.</small>				
<b>Termination:</b>				
Last Day in Pay Status: <input type="text"/>		Termination Reason: <span style="color: red;">Use Template Language</span>		
<b>Originator (prepared by):</b> Sally Seminole		<b>Phone:</b> (000) 000-0000		
<b>Comments:</b> GA will be working in an OPS position during the summer semester. To reflect this, the LOA will be effective from ____ to ____ on the GA record.				

Effective date = start date of GA LOA and hire date of the OPS appt.

Graduate Assistants that are not working over the summer semester in another OPS appointment do not need to follow the summer LOA process. The GA record can be appointed for the fall semester through the Fall Mass Appointments process. If an employee is working in both a GA and OPS appointment simultaneously, a GA summer LOA is not applicable.

**Example of the LOA process:**

If a GA is going on LOA during Semester C and will be using an OPS job code effective 5/9/22-7/29/22, the dates below are appropriate. Utilize the dates which are applicable for your department’s timeframe.



**Action Steps:**

- 1) Create a job offer for the employee through the [OPS Express Pool](#). Once approved, Smart Onboarding will be initiated.
- 2) At the Department Supplemental Documents step of the Smart Onboarding invitation, submit the summer LOA pPAF for the unused Graduate Assistant record. Reference example pPAF.
- 3) EDM will process the GA summer LOA action and OPS appointment.
- 4) Initiate a termination ePAF for the OPS appointment. The ePAF can be future dated and should be submitted for the last day worked in the OPS appointment.
- 5) After the OPS record is terminated, EDM will return the GA record from LOA and back to active status.
- 6) If the GA record is back to active status prior to the mass appointments deadline, the record will be available for reappointment. If not, an ePAF must be submitted to **update the FTE and funding** for the fall semester.

**Questions?** [Contact a member of the Employee Data Management Team.](#)