



3G Datasheet Individual Form

GTA, GRA and GA

Student Information:

Student Information

First Name: Middle Name: Last Name:

Employee ID: Student ID: Please enter Student ID to lookup other info.

Email Address: Position #:

HR Dept. # Lookup: Enter the department number you want to lookup and click the magnifier.

HR Dept. Name Lookup: Enter the department name you want to lookup and click the magnifier.

HR Dept. #: HR Dept. Name:

Appointment Information:

Appointment Information

Appointment Type: Action:

First Time 3G Appointment? International?

Appointment Period:

Start Date: Termination Date: Biweekly: Hourly:

Previous Details:	Standard Hours:	FTE:	Frequency Amt:	Frequency:	<input type="radio"/>	<input type="radio"/>
Current Details:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Frequency:	<input type="radio"/>	<input type="radio"/>

Total Contract Amount:

Program Level:

Reports to Position #: Supervisor Name:

Designated supervisor is the individual responsible for oversight and evaluation of the appointed employee.

Req ID:

Policy Checks:

Policy Checks

Academic good standing: Yes No Non-Native English: Yes No

Academic Dept. # Lookup: Enter the department number you want to lookup, press enter or click the magnifier.

Academic Dept. Name Lookup: Enter the department name you want to lookup, press enter or click the magnifier.

Academic Department Number:

Academic Department:

Note: This Appointment is Out of Field

Out of Field

The department certifies it has received formal approval of this Out-of-Field appointment from the student's home academic department, from the student's home academic school or College, AND from the hiring department's school or College. The department further certifies that it has filed the approval in a permanent record. Yes No

Please review the policies and requirements governing Out-of-Field appointments here: <http://policy.ku.edu/graduate-studies/out-of-field-gta-appointments-policy>. If you have further questions, please contact Amber Roberts Graham at amberts@ku.edu

Department Comments:

Department Comments

Comments:

Shared Service Center / Program Manager

Funding (Salary)

Dept. ID	Fund	CF3 (KUEA# or PI)	Project (Grant #)	CF2 (CS)	Dist. %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					Total %

Pool ID:

Background Check Funding:

Format: UKANS or KURES-127991-Fund-Department-Project, KUEA, or 10-digit CF1 (Project, KUEA and CF1 only if applicable)

Sponsorships
Please select one or more of the following check boxes:

Shared Service Center / Program Manager: Comments

Comments / Notes

SSC/Program Manager:

Notes

Contacts for questions about 3G appointments:

Departments should start with your SSC support staff! <https://ssc.ku.edu/people>

3G workflow functional questions: Jessica Johnson (x6813), jeslea@ku.edu; Elenor Buffington (x5201), ebuffington@ku.edu; Kelly Blackburn (x0767), kelly.blackburn@ku.edu

3G workflow technical questions: Cheryl Harber (x0357), charber@ku.edu

Graduate Studies - 3G Policy: Amber Roberts Graham (x7332), amberts@ku.edu; Amanda Ostreko (x8040), amandao@ku.edu; Andrew Beets (x3107) - TAP, abeets@ku.edu

KU Office of Research: Kara Wozniak (x7428), kwozniak@ku.edu

Waivers technical questions: Registrar's Office (x4422), registrar@ku.edu; Budget Office (x3138), budgetoffice@ku.edu

Sponsorships technical questions: Student Account Services (x3322), stu.account@ku.edu (formerly Bursar)