

COE Project Assistant (PA) appointment process

Principal Investigator

Department Payroll Coordinator

Can be senior grad

PI proposes grad student for PA appointment

If PI confirms work is directly related, see [RA Appointment Process](#)

No

PI confirms [work is not directly related](#) to student's academic and degree program

Yes

Provides funding information

For Academic Year Appointment

[Checks ISIS](#) or with Student Services representative to confirm the student is enrolled for grad credit minimum.

1. Student is **non-dissertator** enrolled in at least 2 credits per **semester**. (300 level or above) (Note: minimum credits may vary by department)
2. Student is **dissertator** enrolled in 3 credits for **semester**. (300 level or above)

For Summer Appointment

[Grad School summer enrollment guidelines](#)

[Checks ISIS](#) or with Student Services representative to confirm the student is *eligible* to enroll for graduate credits.

Student planning to graduate?

No

1. Ask student
2. Ask Student Services Representative

Yes

No enrollment required.

Check [ISIS](#) or with Student Services representative to confirm student **has enrolled** for 3 credits (300 level or above)

Uses Employee Job History report in the [Query Library](#) to determine if student has concurrent appointments and confirm with student (Limited to 75% total appointments for academic year, but can be 100% during summer)

Determines if student qualifies for tuition remission and benefits (Recommend at least 33.325% total appointments)
Includes on [TR report](#) to Bursar

1. Prepares [New or Continuing PA appointment letter using the template](#) (located in "Students" panel)
2. Enters appointment into [JEMS-HIRE](#).
3. Requests CBC by email to COE-CBC@engr.wisc.edu
4. [Requests I-9](#).

Receives HRS entry confirmation email from JEMS.

Enters payroll funding into HRS