



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

The Summer GA Leave of Absence 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:

- 1) Will not be taking a full-time course load over the summer,
- 2) Will be working in an OPS job code on another record, and
- 3) 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. The example pPAF below outlines the required fields.

FSU PERSONNEL ACTION FORM					
Empl ID:	000000001	Empl Rcd No:	0	Transaction Effective Date: 5/10/21	
Last Name: Hawk		MI: A	First Name: Tom		
U.S. Citizen?	<input checked="" type="radio"/>	RA?	<input type="radio"/>	NRA?	<input type="radio"/>
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"/> Faculty <input type="checkbox"/> Exec Svc			
PERSONNEL ACTION:		Original Appt <input type="checkbox"/> Transfer Salary Chg Termination (Complete Term Section Below) Add'l Appt Status Chg Funding Chg <input checked="" type="checkbox"/> Other (see comments)			
Status/Standard Hours Details:					
Standard Hours (Weekly): 20.00		Current / New Hours of GA appt during LOA	Current / New		
OPS Supervisor Empl ID:		0.01	Employee Class:	/	
		Admin Code:	/		
Position/Department Details:					
Current Information:		New Information:			
Position Number:		Position Number:			
Department Number: 230000		Department Number:			
Department Name: Dean of Students		Department Name:			
Location: UCA4100		Location:			
Job Code: M9184		Job Code:			
Job Title: Graduate Assistant		Job Title:			
Salary Change Information - Retroactive Only - All others use ePAF					
Salary Change Reason:					
	Hourly/Biweekly	Annual/Contract Amount	Period Amount		
Current Salary	\$	\$	\$		
New Salary	\$	\$	\$		
Funding Details:					
Funding Begin Date	Distribution %	Funding Account Code	Funding End Date		
Please Select					
Please Select					
Please Select					
Please Select					
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.					
Termination:					
Last Day in Pay Status:		Termination Reason: Use Template Language			
Originator (prepared by):		Phone:			
Comments: 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.					

Graduate Assistants who 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 Summer GA LOA is not applicable.

Example of the LOA process:

Graduate Assistant is going on LOA during Summer Semester A and will be using an OPS code effective 5/10/21 – 7/30/21.

Spring Semester	Summer Semester A 5/10-7/30	Fall Semester
GA appointment active for spring semester	GA appointment placed on LOA status effective 5/10- 7/30	GA appointment is reinstated/returned from LOA effective 7/31
	T-code appointment active effective 5/10- 7/30	T-code appointment terminated effective 7/31
		Reappoint GA appointment with new semester funding and FTE

Action Steps:

- 1) Initiate a job offer for the OPS code appointment by creating a job offer for the employee through the [OPS Express Pool](#). Once approved, Smart Onboarding will be initiated.
- 2) At the Department Supplemental Document step of the Smart Onboarding invitation, submit the Summer LOA pPAF for the unused Graduate Assistant record. Reference example pPAF above.
- 3) HR will process the Summer GA LOA and OPS appointment.
- 4) Initiate a termination ePAF for the OPS job code appointment. The appointment must be terminated effective the day after the last day in pay status and prior to the Return from LOA on the GA record.

After the OPS record has been terminated and the GA appointment has been returned from LOA, a reappointment action must be submitted to update the FTE and funding for the fall semester. Mass Appointments can be used for the fall reappointment.

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