

How to Fill Out a Change in Status (CIS) Form for GAs and GRAs

- Salary adjustments are due by the 20th of each month. This will help avoid repayment if possible.
- After the Change in Status (CIS) form is filled out, please send it to the CCAS Finance team – Shi Nae Decoster (decosters@gwu.edu).

I. To Make Changes in a GA/GRA Position																																																																																															
<div style="text-align: center;"> <p>THE GEORGE WASHINGTON UNIVERSITY WASHINGTON DC</p> <p>CHANGE IN STATUS FORM FOR GAs AND GRAs ONLY</p> </div>																																																																																															
1. GWID	2. Name (Last) (First)		3. Current Position Title GA				4. Employee Class FS																																																																																								
5. Action Requested		6. Payroll Mode		7. Assistantship Category																																																																																											
<input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Terminations <input type="checkbox"/> Other		<input type="checkbox"/> Monthly		<input type="radio"/> 5 (20 hrs) <input type="radio"/> 3.75 (15 hrs) <input checked="" type="radio"/> 25 (10 hrs) <input type="radio"/> 1.25 (5 hrs)																																																																																											
THIS SECTION SHOWS THE ASSISTANT'S SALARY DISTRIBUTION CHANGES																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">8. Department or Sponsored Project Award</th> <th style="width: 5%;">Banner Index</th> <th style="width: 10%;">Account Number</th> <th style="width: 5%;">Total Salary</th> <th style="width: 5%;">Monthly Salary</th> <th style="width: 5%;">Begin Date</th> <th style="width: 5%;">End Date</th> <th style="width: 5%;">Project</th> <th style="width: 5%;">Task</th> <th style="width: 5%;">Award</th> <th style="width: 5%;">Position Number</th> <th style="width: 5%;">Suffix</th> </tr> </thead> <tbody> <tr> <td colspan="12" style="font-weight: bold; font-size: x-small;">Current payment information</td> </tr> <tr> <td>1</td> <td></td> <td>51122</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="12" style="font-weight: bold; font-size: x-small;">New payment information</td> </tr> <tr> <td>1</td> <td></td> <td>51122</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												8. Department or Sponsored Project Award	Banner Index	Account Number	Total Salary	Monthly Salary	Begin Date	End Date	Project	Task	Award	Position Number	Suffix	Current payment information												1		51122										2												New payment information												1		51122										2											
8. Department or Sponsored Project Award	Banner Index	Account Number	Total Salary	Monthly Salary	Begin Date	End Date	Project	Task	Award	Position Number	Suffix																																																																																				
Current payment information																																																																																															
1		51122																																																																																													
2																																																																																															
New payment information																																																																																															
1		51122																																																																																													
2																																																																																															
THIS SECTION SHOWS FS TERMINATIONS																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">9. Department or Sponsored Project Award</th> <th style="width: 5%;">Banner Index</th> <th style="width: 10%;">Account Number</th> <th style="width: 5%;">Total Salary</th> <th style="width: 5%;">Monthly Salary</th> <th style="width: 5%;">Termination Date</th> <th style="width: 5%;">Project</th> <th style="width: 5%;">Task</th> <th style="width: 5%;">Award</th> <th style="width: 5%;">Position Number</th> <th style="width: 5%;">Suffix</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>51122</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												9. Department or Sponsored Project Award	Banner Index	Account Number	Total Salary	Monthly Salary	Termination Date	Project	Task	Award	Position Number	Suffix	1		51122									2											3											4																																							
9. Department or Sponsored Project Award	Banner Index	Account Number	Total Salary	Monthly Salary	Termination Date	Project	Task	Award	Position Number	Suffix																																																																																					
1		51122																																																																																													
2																																																																																															
3																																																																																															
4																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="12" style="font-weight: bold; font-size: x-small;">10. Remarks:</td> </tr> <tr> <td colspan="6" style="font-size: x-small;">11. Initiated By:</td> <td style="font-size: x-small;">Ext:</td> <td colspan="5" style="font-size: x-small;">Date</td> </tr> <tr> <td colspan="6" style="font-size: x-small;">12. Dept Head (Signature):</td> <td style="font-size: x-small;">Ext:</td> <td colspan="5" style="font-size: x-small;">Date</td> </tr> <tr> <td colspan="6" style="font-size: x-small;">13. VP or Dean (Signature):</td> <td style="font-size: x-small;">Ext:</td> <td colspan="5" style="font-size: x-small;">Date</td> </tr> </table>												10. Remarks:												11. Initiated By:						Ext:	Date					12. Dept Head (Signature):						Ext:	Date					13. VP or Dean (Signature):						Ext:	Date																																								
10. Remarks:																																																																																															
11. Initiated By:						Ext:	Date																																																																																								
12. Dept Head (Signature):						Ext:	Date																																																																																								
13. VP or Dean (Signature):						Ext:	Date																																																																																								

1. Box 1 (**GWID**) – the letter G followed by an 8-digit number: GXXXXXXXX
2. Box 2 (**Student Last and First name**)
3. Box 5 (**Action Requested**) – select a check box to indicate change type
4. Box 6 (**Payroll Mode**) – click the Monthly check box
5. Box 7 (**Assistantship Category**) – select number of hours that the GA will serve
6. Box 8
 - A. **Current payment information**
 - **Department or Sponsored Project Award** – the name of department
 - **Banner Index** – the funding source that the GA salary will be charged to
 - **Account Number (51122)** – this is pre-filled. No need to fill out!
 - **Total Salary**
 - **Monthly Salary** – the total salary divided by the number of months worked
 - **Begin Date** – the first day of the month that the GA starts working
 - **End Date** – the last day of the month that the GA finishes working
 - **Position Number**
 - B. **New payment information**
 - Please enter the information for the sections indicated above with the changes.
7. Box 10 (**Remarks**) – add the explanation about the change
8. Box 11 (**Initiated By**) – add the name and extension of the initiator and the date that the CIS form is created
9. Box 12 (**Dept Head, signature**) – add the Department Chair or DGS’s signature, extension, and the date the CIS forms is created.

II. To Terminate an GA/GRA Position

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC
CHANGE IN STATUS FORM FOR GAs AND GRAs ONLY

1. GWID	2. Name (Last)	(First)	3. Current Position Title	4. Employee Class
			GA	F8
5. Action Requested		6. Payroll Mode		7. Assistantship Category
<input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Terminations <input type="checkbox"/> Other		<input type="checkbox"/> Monthly		<input checked="" type="radio"/> .5 (20 hrs) <input type="radio"/> .375 (15 hrs) <input type="radio"/> .25 (10 hrs) <input type="radio"/> .125 (5 hrs)

THIS SECTION SHOWS THE ASSISTANT'S SALARY DISTRIBUTION CHANGES

8. Department or Sponsored Project Award	Banner Index	Account Number	Total Salary	Monthly Salary	Begin Date	End Date	Project	Task	Award	Position Number	Suffix
Current payment information											
1		51122									
2											
New payment information											
1		51122									
2											

THIS SECTION SHOWS F8 TERMINATIONS

8. Department or Sponsored Project Award	Banner Index	Account Number	Total Salary	Monthly Salary	Termination Date	Project	Task	Award	Position Number	Suffix
1		51122								
2										
3										
4										

10. Remarks:		
	11. Initiated By:	Ext: Date
	12. Dept Head (Signature):	Ext: Date
	13. VP or Dean (Signature):	Ext: Date

1. Box 1 (**GWID**) – the letter G followed by an 8-digit number: GXXXXXXXX
2. Box 2 (**Student Last and First name**)
3. Box 5 (**Action Requested**) – select a check box to indicate change type
4. Box 6 (**Payroll Mode**) – click the Monthly check box
5. Box 7 (**Assistantship Category**) – select number of hours that the GA will serve
6. Box 8 (**Current payment information**)
 - **Department or Sponsored Project Award** – the name of department
 - **Banner Index** – the funding source that the GA salary will be charged to
 - **Account Number (51122)** – this is prefilled. No need to fill out!
 - **Total Salary**
 - **Monthly Salary** – the total salary divided by the number of months worked
 - **Begin Date** – the first day of the month that the GA starts working
 - **End Date** – the last day of the month that the GA finishes working
 - **Position Number**
7. Box 9 (**This Section Shows F8 Terminations**)
 - Please enter the information for the following sections: department or sponsored project award, banner index, total salary, monthly, termination date, and position number
8. Box 10 (**Remarks**) – add the explanation about the termination
9. Box 11 (**Initiated By**) – add the name and extension of the initiator and the date that the CIS form is created
10. Box 12 (**Dept Head, signature**) – add the Department Chair or DGS’s signature, extension, and the date the CIS forms is created.

III. Payroll Repayment	
If students are paid for work they did not perform:	If students are not paid:
<ol style="list-style-type: none"> 1. Please contact the Payroll Department (payroll@gwu.edu). <ol style="list-style-type: none"> a. <u>Repayment by online invoice</u>: The Payroll department can create an online invoice for students to pay back the funds. Contact the Payroll department using the above email address for any questions. b. <u>Repayment by check</u>: Checks need to be made out to GWU. The repayment amount should only be the amount they received after taxes were taken out. Checks accompanied by a memo explaining the situation can be sent to Benjamin Ramas (bramas@gwu.edu) in the Payroll Department. 2. Complete a CIS form and send it to Office of Graduate Student Assistantships and Fellowships (gradfell@gwu.edu) for processing. Make sure to copy the CCAS Finance team in the email (decosters@gwu.edu). 3. Check Banner (NBAJOBS & PHILIST) to verify if the change is updated. 	<ol style="list-style-type: none"> 1. If it is within five business days of the payroll date, please contact the Payroll Department (payroll@gwu.edu) to ask if the payment can be stopped. 2. Complete a CIS form and send it to Office of Graduate Student Assistantships and Fellowships (gradfell@gwu.edu) for processing. Make sure to copy the CCAS Finance team in the email (decosters@gwu.edu). 3. Check Banner (NBAJOBS & PHILIST) to verify if the change is updated.