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

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 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
   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

1. Box 1 (GWID) – the letter G followed by an 8-digit number: GXXXXXXX
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

<table>
<thead>
<tr>
<th>If students are paid for work they did not perform:</th>
<th>If students are not paid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please contact the Payroll Department (<a href="mailto:payroll@gwu.edu">payroll@gwu.edu</a>).</td>
<td>1. If it is within five business days of the payroll date, please contact the Payroll Department (<a href="mailto:payroll@gwu.edu">payroll@gwu.edu</a>) to ask if the payment can be stopped.</td>
</tr>
<tr>
<td>a. Repayment by online invoice: 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.</td>
<td>2. Complete a CIS form and send it to Office of Graduate Student Assistantships and Fellowships (<a href="mailto:gradfell@gwu.edu">gradfell@gwu.edu</a>) for processing. Make sure to copy the CCAS Finance team in the email (<a href="mailto:decosters@gwu.edu">decosters@gwu.edu</a>).</td>
</tr>
<tr>
<td>b. Repayment by check: 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 (<a href="mailto:bramas@gwu.edu">bramas@gwu.edu</a>) in the Payroll Department.</td>
<td>3. Check Banner (NBAJOBS &amp; PHILIST) to verify if the change is updated.</td>
</tr>
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