

**COLLEGE OF ARTS & SCIENCES  
STUDENT ACADEMIC APPOINTMENTS GUIDELINES  
2011-12**

Your Elvira BudCalc that lists the SAA stipends for 11-12 is available. (In Elvira go to View Worksheet in Section 2 then See Details of SAA Budget – you will see all stipends and allocations.) If you are unable to log on to see the budgeted amounts, please email Scott Feickert at [sfeicker@indiana.edu](mailto:sfeicker@indiana.edu).

In order to properly bill students receiving graduate fee remission for the Fall Semester 2011, please submit the e-doc and fee remission form (where appropriate) to the College office by **July 8**.

If you need assistance, please call Misty Cummings at 856-0728 or Linda Holman at 855-4027.

**\*College of Arts & Sciences Fee remission policy for 2011-12 is attached. Please note the procedure for hiring Non-College SAAs appointed on the 10-account and non-General Funds.**

**STUDENT ACADEMIC APPOINTMENT GUIDE FOR 2011-12**

**POSITION NUMBERS NOTES:**

You should make sure you have a position number established before initiating the hire e-doc. Student academics appointees are in pooled positions and you can have several appointees in the same position.

**YOU SHOULD INITIATE A HIRE E-DOC IF ONE OF THE FOLLOWING CONDITIONS:**

1. The student is being hired into a new department.
2. The student is being hired into a new salary grade (SGR, SRS, SIN)
3. The student has no active job

**YOU SHOULD INITIATE A RENEW CONTRACT E-DOC IF IT MEETS ONE OF THE FOLLOWING CONDITIONS:**

1. The student is returning to the same job (same salary grade, same department)
2. The student is continuing to work in the same job and the contract has expired.
3. Use Mass Renew edocs only for 10-account appointees that were previously paid on 10-account – do not use for students paid on non-general accounts

**TERMINATION E-DOC SPECIAL NOTES:**

Do not terminate a job if there is a chance that the student may be returning.

The effective date of the termination e-doc **MUST** be the first day that the student is no longer working. If the effective date of the e-doc is the last day of the month, then the student will not receive the full payment.

**REMINDERS:**

Use Maintain Funding e-docs to change account numbers only.

Use Mass Renew edocs only for 10-account appointees that were previously paid on your 10-acct.

Administrative posts should never be used with AC3, AC4 or WSG appointments.

**E-doc Effective Dates for Student Academic Appointees (obtained from Academic Personnel):**

<b>First Semester:</b>	<b>8/1/2011 – 12/31/2011</b>
<b>Second Semester:</b>	<b>1/1/2012 – 05/07/2012</b>
<b>Academic Year:</b>	<b>8/1/2011 – 5/07/2012</b>