

# *The Faculty / Advisor*

# To raise a request for GRA, GTA, GA

Step 1. Click URL: <https://gtapps.gatech.edu/gtgradworks>

Step 2. Click "Submit New Hire Request"



Step 3. Input required fields and click "Submit"

Progress bar: New Assignment Request (active), Initiate, Academic, Accountant, School HR, HRIP

**Student Department:** BME  
**GA Resident:** N

**Student Email:** vineet.tiruvadi@gatech.edu  
**Citizenship:** US Citizen\*

**Student Class:** DR  
**Planned Graduation:** 08/11/2018

**Advisor / Supervisor:**  
Stanley, Garrett (BME(125) - gstanley3)

**Appointment Type:**  
Graduate Teaching Assistant

**Stipend Period:** MONTHLY  
**Monthly Pay Rate:** 2333.33

**% Time:** 16.67

**Co-Advisor:** [Optional]

**Start Term / Year:** Summer 2017

**Start Date:** 5/15/2017  
**End Date:** 8/14/2017

**Projects** [Optional]

Project Number	Start Date	End Date	% Pay Split
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[Add Project Number]

**Attachments** [Optional]

Do not upload Classified or Confidential documents.

Drop files or click to choose

File Name	Description
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**Add Comments**

Enter Comments Here... [Type Comments, if any]

[Submit] [Click]

# My Student Dashboard - Renew/Terminate/Cancel/Rehire/Revise

Step 1. Click URL: <https://gtapps.gatech.edu/gtgradworks>

Step 2. Click "My Student Dashboard"



## My Student Dashboard

(Your Initiated Requests)

### Filters

Faculty or Academic: Stanley, Garrett Baker  
 Student: Search by Student's Last Name or First Name  
 Project Number: ALL  
 Assist. Type: ALL  
 Work Dept: ALL  
 Home Dept: ALL

Filter Clear Filter

### Future Term Student Requests

Id	Assist. Type	Student Name	Work Dept	Home Dept	Projects	Term	Faculty or Academic	Status	Message	Action
60039 *	GRA	Thomas, Stephen	BME (125)	Math (370)	12513076 (100%)	Fall, 2017	Stanley, Garrett	Optional Approver 1	Renewal in progress	Cancel
60036 *	GRA	Thomas, Stephen	BME (125)	Math (370)	12513076 (90%), 37068F2 (50%)	Fall, 2017	Stanley, Garrett	School HR Optional Approver 1	Rehire in progress	Cancel
60029	GRA	Goossen, Nicholas	BME (125)	ME (250)	12513076 (100%)	Fall, 2017	Stanley, Garrett	HRIP Approver	New hire in progress.	Cancel

### Current Term Student Requests

Id	Assist. Type	Student Name	Work Dept	Home Dept	Projects	Term	Faculty or Academic	Status	Message	Action
60025 *	GRA	Thomas, Stephen	BME (125)	Math (370)	12513076 (100%)	Summer, 2017	Stanley, Garrett	Academic Approver	Rehire in progress	Cancel
60026 *	GRA	Thomas, Stephen	BME (125)	Math (370)	12513076 (100%)	Summer, 2017	Stanley, Garrett	Approved	Renewed	Terminate Revise
60024	GRA	Thomas, Stephen	BME (125)	Math (370)	12513076 (100%)	Summer, 2017	Stanley, Garrett	Academic Approver	Rehire in progress	Cancel

### Previous Term Student Requests

▲ You have no previous term Requests