Completion of the comment field for graduate student actions is important. The comments field will appear on the PPS/PAN notice. Comments should briefly summarize the action but give enough information so that reviewers have no questions regarding the appointment. If you are a funding department, the student’s academic department/group may ask you to give specific comments to assist in their review of the PPS/PAN notice. You should include a comment for all actions. Include your name and phone number in case someone needs to contact you regarding the PPS entry.
Examples

GSRTF 49%, 10/1 - 12/31/06
GSRTF = FWS
BPO (For budgetary purposes only)

TA 25%, 10/1 - 3/31/07
TAHI/TAFE = FWS
LIT Fall, Winter/ Muir Writing Spring

TA 50%, 1/1 - 3/31/07 & Reader 25%, 1/1 – 3/31/07
75% Exception Approved by Dean Kim E. Barrett on 12/15/07

Tutor 15%, 4/01 – 6/30/07
Graduate Enrichment Program – Payment not to exceed $550

GSR – Terminating 7/31/07
Student graduated (give explanation as to why the appointment is terminated).

Apt 20 - Changed end date from 6/30/07 to 3/31/07.
LOA (Leave of Absence) Spring Quarter.

Clear Dated Retroactive Action Affecting Pay
(Refer to samples in the Retroactive Action chapter)

TA Daily Rate of Pay – Payroll Action Required
Student resigned 50% TA on 10/2/06 and went on Leave of Absence Fall quarter
Worked 11 days (9/18 – 10/2)
11 days worked x $86.725 (50% TA daily rate of pay) = $953.98 total pay