***CEHS Highlights/Updates***

***January, 2017***

* When GA funding is not from a CEHS department, please do NOT do the offer letter or send to the Business Center to process the PAF. The department that is providing funding should prepare the offer letter and the PAF.
* Please make sure every GA offer letter sent to the Business Center for processing includes:
	+ Copy that contains all signatures (department chair and student)
	+ Student’s NU ID
	+ Student’s given name if also use a ‘known as’ name
	+ States if the offer is for a Teaching or Research Assistantship
	+ Graduate Teaching Assistantship offer letters MUST use the semester dates as published in the Guidelines for Graduate Assistantships (“green memo”)
* If a student is graduating and will continue to work in the department, please let the Business Center know as their status needs to be changed in Payroll; can no longer be paid as a student (either hourly or as a GA).