

Modifying or Deleting A Graduate Appointment In PeopleSoft HR

Step-by-step guide

PeopleSoft Human Resources

1. Modify Graduate Appointment> Hit search and it will give you all appointments you can modify.
2. It will bring you to the Form Type screen. Select Next

Clarkson PEOPLESOFT HUMAN RESOURCES

Favorites | Main Menu > Manager Self Service > CU Graduate Appointment > Modify Graduate Appointment

Graduate Student Appointment Appointment ID: 0000025

Form Type:

- Create Appointment
- Terminate Appointment
- Supersede Appointment

Next >>

Return to Search Previous in List Next in List

3. Verify you have the correct student. Select Next

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Favorites | Main Menu > Manager Self Service > CU Graduate Appointment > Modify Graduate Appointment

Graduate Student Appointment Appointment ID: 0000025

Student ID: [Redacted] Effective Date: 06/27/2018

Citizenship Status: Native Visa/Permit Type:

Department: 10900 Electrical and Computer Eng

Advisor Dept: 10900 Electrical and Computer Eng Advisor ID: [Redacted]

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4. You can now modify the information. Select Next when done. If you are deleting the appointment select Next.

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Graduate Student Appointment Fiscal Year: 2019 Appointment ID: 0000025

Student ID: [Redacted]

Award Type	Dept ID	Combination Code	Start Date	End Date	Periods	Hours	Bl-Weeklv (\$)	Total Amount (\$)
Partial Tuition Assistantship	10100	100101002123104	08/26/2018	09/08/2018	1.00	8.00	1000.00	1000.00
Partial Tuition Assistantship	10100	100101002123104	01/13/2019	01/28/2019	1.00	8.00	1000.00	1000.00

Term	Credit Hours	Rate (\$)	Percent of Award	Total Amount (\$)
4189-Fall 2018	2.00	1388.00	100.00	2776.00
4192-Spring 2019	2.00	1388.00	100.00	2776.00

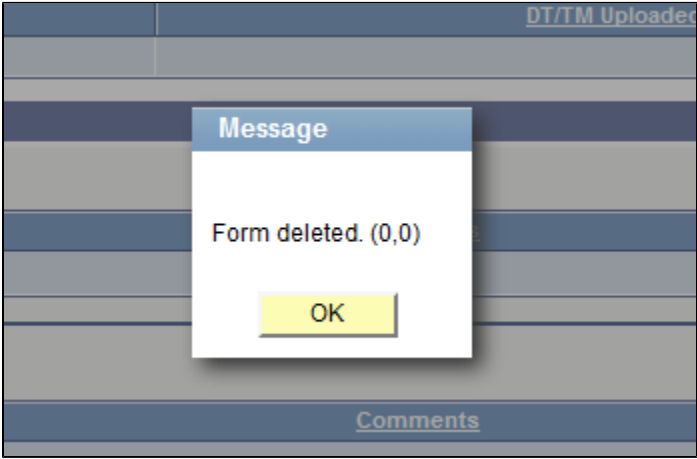
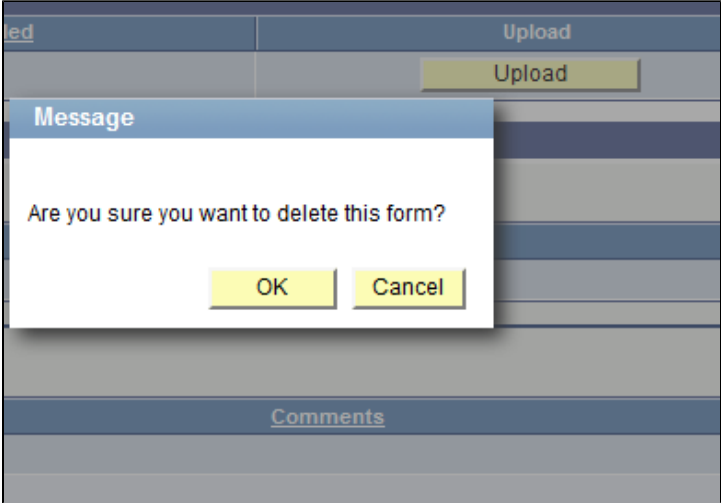
<< Back Save Next >>


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On the Next screen you can submit the form or delete the form. It also give you the option to save.

<< Back Save Submit Form Delete Form

OK for delete. Okay on the message.





Related articles

- [Creating A Graduate Appointment Authorization](#)
- [Approving A Graduate Appointment from your Worklist](#)
- [Student- Requesting Your Advisement Report](#)
- [Modifying or Deleting A Graduate Appointment In PeopleSoft HR](#)
- [Requesting An Advisement Report](#)