

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]

<< Back Save Next >>

Return to Search Previous in List Next in List

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

Graduate Student Appointment Fiscal Year: 2019 Appointment ID: 0000025

Student ID: [Redacted]

Stipend								
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

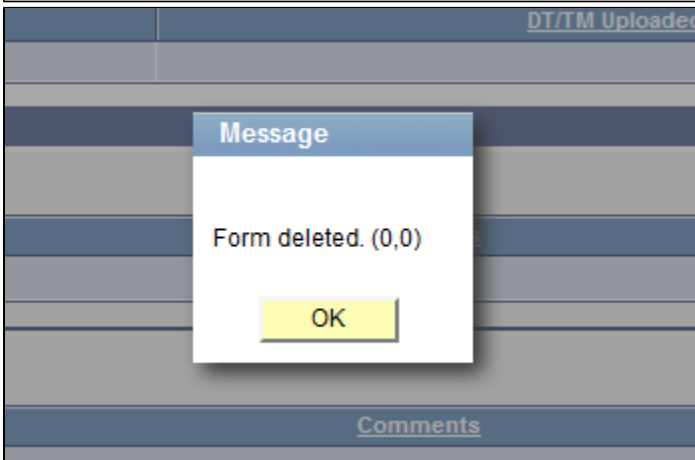
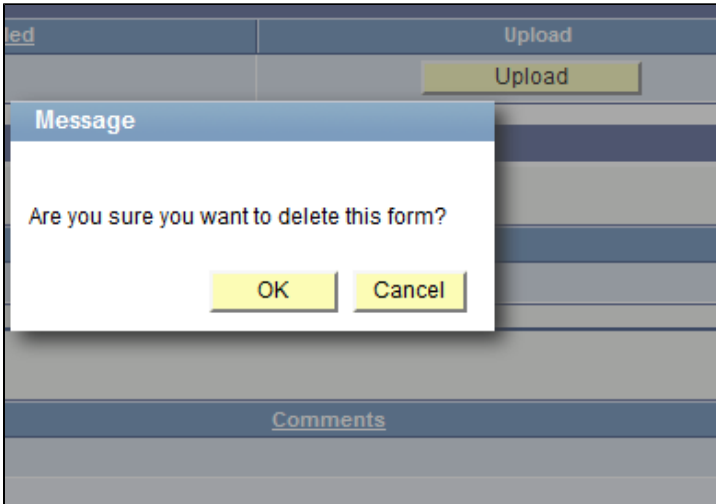
Tuition				
Term	Credit Hours	Rate (\$)	Percent of Award	Total Amount (\$)
4189-Fall 2018	2.00	1388.00	100.00	2776.00
4192-Spring 2019	2.00	1388.00	100.00	2776.00

<< Back Save Next >>

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](#)