

Transitioning GA Checklist

- Complete the Student Change Hire Form (**provided in BOX**)
- Please refer to the following section on the Student Change Hire Form:
 - **Section 1:** Intermittent to GA Stipend transition (applies to 1st year students)
 - **Section 2:** GA Hourly to GA Stipend transition (applies to 2nd year students)
- Scan and email the completed form to the Data Center data_center@clermson.edu and cc: Amelia Pettiss by email amelih@clermson.edu
- Remember to inform your GA that they will no longer utilize Kronos for time keeping. On the first day of class, they will begin using the Time Capture System to track their hours worked
 - <https://hr.app.clemson.edu/tcs/>