

EKU PENGUIN – Graduate Assistantships

Please review these simple instructions to assist you. Should you have any questions, contact Mrs. Kelly Fox at Kelly.Fox@eku.edu or 859-622-1744



1. Log into PENGUIN at <https://appwebext.eku.edu/penguin/>
 2. Locate the **three (3) options** on the left toolbar (highlighted to show the option you are viewing)
 - A. **HOME** - Main screen shows nominations status
 - B. **NEW JOB** – Set up a new nomination
 - C. **ABOUT** – Learn more about the PENGUIN Development
- II. HOW DO I SET UP A NEW NOMINATION? Student MUST be registered for semester to be entered.**
- A. Click on **New Job** on the left toolbar
 - B. Type in the required information to search for the student and choose the semester
 - C. Click on the name/EKU ID Number of the student for which you would like to create a new job
 - D. Review the current Student Information and Financial Aid information
 - E. Under Position you will see the student employment types, choose one of Graduate options:
 - GAINST = Graduate Assistant Instruction (*Teaching*)
 - GARESE = Graduate Assistant Research
 - GASERV = Graduate Assistant Service
 - F. Once you choose Position Type, you will see any previous or current student jobs.
 - i. To **RENEW** a previous or current position, click the **RENEW** button under additional Jobs
 - ii. To create a **NEW** position, scroll down to JOB and follow the prompts for the job information
 - **Appointment Type** and **Job Title** will be auto filled
 - Enter the **Department Org Code** of the department where the student will be working
 - **Program**...options autofill based on departmental options
 - **Funding Source**...choose from options in drop down
 - **Start** and **End Date** are automatically populated
 - Choose whether the GA will be **Full-time** (*20 hrs/week*) or **Half-time** (*10 hrs/week*)
 - **Stipend Amount** will be auto filled based on full or half time selection
 - **Educational Justification**... enter specific GA functions in this area
 - **Tuition Waiver** will be auto filled
 - **Comments**... enter any information approvers may need to know
 - **Approval Queue**... appears if all required information entered
 - **Submit**... moves nomination to next approver