



## GRADUATE ASSISTANT CHECKLIST

Name: \_\_\_\_\_ SU ID: \_\_\_\_\_

Department: \_\_\_\_\_ Contact: \_\_\_\_\_

<b>NEW STUDENT WORKERS or WORKERS RETURNING AFTER 1 YEAR BREAK IN SERVICE</b>		
<b>FORM</b>	<b>SUBMITTED TO OGSR</b>	<b>NOTES</b>
Graduate Assistant Contract		<ul style="list-style-type: none"> <li>GA Contracts should be submitted through the online contract system.</li> <li>You must submit a contract fall and spring – they cannot be combined on same document.</li> <li>Make sure job duties are clearly listed.</li> <li>Contract is the only electronic document. Everything else should be submitted to Jessica Scott in HH 267.</li> </ul>
Payroll Authorization		<ul style="list-style-type: none"> <li>If this position is funded by a grant, please use the Grants Payroll Authorization form instead.</li> </ul>
W-4 Tax Withholding		
Direct Deposit Form		
Policies Sign-Off Sheet		<ul style="list-style-type: none"> <li>Provide documents or link to polices at: <a href="http://www.salisbury.edu/hr/Current-Employees/Student-Workers/">http://www.salisbury.edu/hr/Current-Employees/Student-Workers/</a></li> </ul>
I-9 Form		<ul style="list-style-type: none"> <li>Must be completed by 1<sup>st</sup> day of employment.</li> </ul>
FERPA Student Worker Security Agreement		<ul style="list-style-type: none"> <li>Please ensure your student worker is familiar with FERPA guidelines. For more information and to access an online tutorial, visit <a href="http://www.salisbury.edu/registrar/Resources/FERPA/">http://www.salisbury.edu/registrar/Resources/FERPA/</a></li> </ul>
Tuition Waiver and Affidavit		<ul style="list-style-type: none"> <li>Must be completed for each semester you utilize tuition remission. Make sure all necessary sections are completed.</li> </ul>

<b>STUDENT WORKERS RETURNING AFTER NO BREAK IN SERVICE</b>		
Graduate Assistant Contract		<ul style="list-style-type: none"> <li>GA Contracts should be submitted through the online contract system.</li> <li>You must submit a contract fall and spring – they cannot be combined on same document.</li> <li>Make sure job duties are clearly listed.</li> <li>Contract is the only electronic document. Everything else should be submitted to Jessica Scott in HH 267.</li> </ul>
Payroll Authorization		<ul style="list-style-type: none"> <li>If this position is funded by a grant, please use the Grants Payroll Authorization form instead.</li> </ul>
Tuition Waiver and Affidavit		<ul style="list-style-type: none"> <li>Must be completed for each semester you utilize tuition remission. Make sure all necessary sections are completed.</li> </ul>

**Please remember to update forms in to reflect changes to personal information or status.**

**\*\*ALL forms should be sent to Jessica Scott, Office of Graduate Studies, HH 267. Failure to do may result in a delay in processing and set-up of contract.**