GRADUATE ASSISTANT CHECKLIST

Name: _____ SU ID:_____ Department:_____
_____

NEW STUDENT WORKERS or WORKERS RETURNING AFTER 1 YEAR BREAK IN SERVICE		
FORM	**SENT**	**NOTES**
Graduate Assistant Contract		• GA Contracts should be submitted through WorkDay. • You must submit a separate contract for fall and spring – they cannot be combined. • Make sure job duties are clearly defined.
Federal W-4 Tax Withholding Submit to HR		• Agency code = 360229 Payroll System = Contract (CT) • Payroll Forms
MD MW507 Tax Withholding Submit to HR		• Agency code = 360229 Payroll System = Contract (CT) • Payroll Forms
Direct Deposit Form Submit to HR		• Agency code = 360229 Payroll System = Contract (CT) • Direct Deposit Form
Policies Sign-Off Sheet Submit to HR		• Students should be provided link to policies.
I-9 Form Submit to HR		• Must be completed by 1st day of employoment. Contact HR to make an appointment.
FERPA Security Agreement Submit to HR		• Please ensure your student work is familiar with FERPA guidelines. • FERPA Security Agreement
Tuition Waiver and Affidavit Submit to Jessica Scott, Graduate School – jlscott@salisbury.edu		• Must be completed for each semester you use tuition benefits. • GA Tuition Waiver Form
STUDENT WORKERS RETURNING AFTER NO BREAK IN SERVICE		
Graduate Assistant Contract		• GA Contracts should be submitted through WorkDay. • You must submit a separate contract for fall and spring – they cannot be combined. • Make sure job duties are clearly defined.
Tuition Waiver and Affidavit Submit to Jessica Scott, Graduate School – jlscott@salisbury.edu		• Must be completed for each semester you use tuition benefits. • GA Tuition Waiver Form
Please remember to update forms in to reflect changes to personal information or status.		

****ALL forms should be sent to the department indicated. Failure to do may result in a delay in processing and set-up of contract.**