UNIVERSITY OF
NORTHERN COLORADO

Graduate School

2025-2026 GA/TA/GRA Hire Checklist

Name   **Bear ID (Last 4)**

Special Instructions (such as reassignment, tuition only and stipend or tuition paid by another unit - Be specific. Provide FOAP of both sources and how to split).

Returning GA/TA:

1. ☐ **EPAF Entered**

2. ☐ **Graduate Assistantship Agreement**

3. ☐ **Payroll Data Form**

4. ☐ **Grant Funded?   If Yes:**
   - Please route to OSP via Xtender.
   - OSP routes to Grad School.

New GA/TA

1. ☐ **EPAF Entered**

2. ☐ **Graduate Assistantship Agreement**

3. ☐ **Payroll Data Form**

4. ☐ **W-4**

5. ☐ **Direct Deposit**

6. ☐ **I-9 (Employment Eligibility Verification)**

7. ☐ **Grant Funded? If Yes:**
   - Please route to OSP via Xtender.
   - OSP routes to Grad School.

- **Do not upload contracting materials into the Graduate School queue in Xtender "GS - GA TA ASSISTANTSHIPS" until all items (See 1-7 above) are completed.**

- **"New" students may not report to their assignments until all paperwork is complete and they are in the Human Resources and Payroll systems. (I-9 must be completed by the time of hire, which is the actual begin date of employment.)**