

GA/TA/GRA Hire Checklist

Name : _____ Bear #: _____

Special Instructions (such as reassignment, stipend only, 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. Graduate Assistantship Agreement
2. _ Payroll Data Form
3. ____ Grant Funded? If Yes:
 - Please route to OSP via Xtender.
 - OSP routes to Grad School.

New GA/TA

1. Graduate Assistantship Agreement
2. Pa Payroll Data Form
3. W- W-4
4. Dir Direct Deposit
5. I-9 I-9(Employment Eligibility Verification)
6. Gr 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 materials (See 1-6 above) are completed.
- “New” students may not report to their assignment until all paperwork is complete and student is in the Human Resources and Payroll systems. (I-9 must be completed by the time of hire, which is actual begin date of employment.)