



UNIVERSITY OF
NORTHERN COLORADO

Graduate School

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. 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 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 the actual begin date of employment.)