



# Domestic New Hire Research Assistant or Administrative Assistant Checklist

All forms below must be signed and included for a new hire’s packet to be processed. Packets missing any of the below forms, signatures, and/or memo’s requesting an exception will be returned for missing items which may delay student’s stipend and tuition waiver. All renewals of future tuition waivers are subject to GAU guidelines and department needs.

If you have questions, please contact the GA Office at (618) 453-4555.

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## To be completed by hiring program/school:

GA Last Name: \_\_\_\_\_ GA First Name: \_\_\_\_\_ GA DAWG #: \_\_\_\_\_

### Checklist

Notice of Graduate Assistant Appointment *(must include “Statement of Purpose for Collection of Social Security Numbers” & “New Health Insurance Marketplace Coverage Options and Your Health Coverage”)*

Illinois Acknowledgment of Mandated Reporter Status Form

Employee W-4 Tax Withholding Certificate

Direct Deposit Authorization Form

I-9, Employment Eligibility Verification

Personal & Professional Data Form Original

Personal & Professional Data Form **Copy**

SIU Ethics Training for New Employees *(submit signature page only)*

Student’s class registration for the semester *(Graduate level classes are required to hold an assistantship)*

Administrative Assistant taxation frequently asked questions *(must provide a copy to the graduate assistant only - do not submit with the hiring paperwork)*

Administrative Posting (copy of posting as proof job was posted on Graduate School website)

## Preparer Information for Questions/Problems:

Packet Prepared By: \_\_\_\_\_

Preparer’s Phone: \_\_\_\_\_

Preparer’s Email: \_\_\_\_\_

Preparer’s Mail Code: \_\_\_\_\_