



Domestic Research Assistant or Administrative Assistant Checklist

GA Last Name: _____ GA First Name: _____ GA DAWG #: _____

GA Signature: _____ Date: _____

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. For a re-hire, please provide the checklist, registration, and notice of appointment. All renewals of future tuition waivers are subject to GAU guidelines and department needs. All administrative graduate assistants have a taxable benefit.

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

*Form I-9 can be submitted to Human Resources separately if the student is not present to sign.

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- ☐ 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"*)
 - ☐ DCFS Acknowledgement of Mandated Reporter Status
 - ☐ Personal & Professional Data Form (*send one additional copy of P&P Data Form*)
 - ☐ Federal Form W-4
 - ☐ Direct Deposit Authorization Form
 - ☐ Form I-9, Employment Eligibility Verification
 - ☐ SIU Ethics Training Program Completion Form
 - ☐ Sexual Harassment Training for New Hires Completion Form
 - ☐ Student's class registration for the semester
 - ☐ Statement of Selective Service Registration
 - ☐ Administrative Assistant taxation frequently asked questions (must provide a copy to graduate assistant)
 - ☐ Administrative Posting
 - ☐ Exception Memo (*only required if: Extension of Months of Support, Non-Declared, Student Work*)
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Preparer Information for Questions/Problems:

Packet Prepared By: _____

Preparer's Phone: _____

Preparer's Email: _____

Preparer's Mail Code: _____