

Graduate Assistant: Appointment Process

Carbondale Campus End User Business Processes

PROCESS – Graduate Assistants: Appointment Process

Process: Follow this process to appoint a graduate assistant.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/>

Actions:

| Responsible Party | Action |
|-------------------------|---|
| Department | 1. Completes Notice of Graduate Assistant Appointment , Assignment Costing , and other required forms (see list). |
| Graduate student | 2. Signs <i>Notice of Graduate Assistant Appointment</i> . Completes Personal and Professional Data form, <i>W-4</i> form, and Authorization for Payroll Electronic Direct Deposit form, and Section 1 of the I-9 Employment Eligibility Verification form. |
| Department | 3. Verifies employment eligibility and completes Section 2 of the <i>I-9 Employment Eligibility Verification</i> form. Reviews all documents for completeness and accuracy. Obtains fiscal officer approval on forms where it is required. For teaching positions, conducts oral English proficiency review and completes form. Sends all documents through administrative channels for review and approval. |
| Administrative Channels | 4. Approves <i>Notice</i> and forwards to Graduate School. |
| Graduate School | 5. Determines eligibility and approves <i>Notice</i> . Modifies SIS. Enters basic person data and updates graduate assistant special information in HRMS. Makes two copies of <i>Notice</i> and <i>Assignment Costing</i> forms. Maintains one copy for Graduate School Records. Forwards one copy to dean/director. Forwards originals to Human Resources. |
| Dean/Director | 6. Makes and distributes copies of <i>Notice</i> and <i>Assignment Costing</i> forms to department. Maintains a copy for dean/director area records. Maintains a copy for vice chancellor area records. |
| Department | 7. Copies and distributes <i>Notice</i> to student. Maintains a copy for departmental records. |
| Human Resources | 8. If a new position, creates position in HRMS. Reviews for compliance with applicable University policies. Verifies funding requirements, rate, etc. Enters budget, remaining person data, assignment, costing, and payroll information in HRMS. Makes and distributes copies of the <i>Notice of Graduate Assistant Appointment</i> and <i>Assignment Costing</i> form to: <ul style="list-style-type: none"> ▪ Payroll, for verification purposes ▪ Graduate assistant file (original) |
| End of Process | |

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Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in the hiring process for graduate assistants. For more detailed information, the end user should also consult the *Graduate Catalog* and the *Graduate Assistant Handbook*.

A list of the documentation required for graduate assistant appointments and reappointments follows.

New Appointments:

| <u>Form/Document</u> | <u>Source</u> |
|---|---|
| <i>Notice of Graduate Assistant Appointment</i> | http://eforms.siu.edu/siuforms/info/hro6000.html |
| <i>Assignment Costing form</i> | http://eforms.siu.edu/siuforms/info/hro1001.html |
| <i>I-9 Employment Verification form</i> | http://www.uscis.gov/files/form/i-9.pdf |
| <i>Personal and Professional Data form</i> | http://eforms.siu.edu/siuforms/info/hro1002.html |
| <i>Employee's Withholding Allowance Certificate (W-4)</i> | http://eforms.siu.edu/siuforms/info/pao0101.html |
| <i>Authorization for Payroll Electronic Direct Deposit</i> | http://eforms.siu.edu/siuforms/info/pao0100.html |
| <i>Funds Allocation Request</i> ¹ | http://eforms.siu.edu/siuforms/info/hro1006.html |
| <i>Oral English Proficiency form</i> ² | Academic Affairs |
| <i>Visa Verification form</i> ³ | International Students and Scholars |
| <i>Statement of Selective Service Registration (Draft form)</i> | Financial Aid Office/ Graduate School |

Reappointments:

| | |
|---|---|
| <i>Notice of Graduate Assistant Appointment</i> | http://eforms.siu.edu/siuforms/info/hro6000.html |
| <i>Assignment Costing form</i> | http://eforms.siu.edu/siuforms/info/hro1001.html |
| <i>Funds Allocation Request</i> ¹ | http://eforms.siu.edu/siuforms/info/hro1006.html |

¹ If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.

² Required for teaching assistants only.

³ Required if applicant is not a U.S. citizen.