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.

Please arrange forms in order listed below.
Forms can be found at:  http://hr.siu.edu/forms/grad.html

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.

☐ 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 (send pages 7 & 8 only)
☐ 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)
☐ Exception Memo (only required if: Extension of Months of Support, Non-Declared, Student Work)

Preparer Information for Questions/Problems:

Packet Prepared By: __________________________  Preparer’s Phone: __________________________
Preparer’s Email: __________________________  Preparer’s Mail Code: __________________________

Updated January, 2019