



# 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.

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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 (*send pages 7 & 8 only*)
  - SIU Ethics Training Program 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*)

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Preparer Information for Questions/Problems:

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

Preparer's Phone: \_\_\_\_\_

Preparer's Email: \_\_\_\_\_

Preparer's Mail Code: \_\_\_\_\_