

# F-1/J-1 Graduate Assistant New Hire:

1. The hiring department will determine who they want to hire and complete a Personnel Action Form (PAF) with all necessary signatures and necessary credentialing. This PAF must be routed through Graduate School with attached award letter and tuition waiver form.
2. Request for background check (BGC) is submitted. HR recommends that this process begin at least one month prior to the semester start. This allows time for the BGC and paperwork to be completed. [Request for Background Check](#)
3. HR then submits the request for a BGC to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure they know to check their email for this process. [RedTail Information Sheet](#)
4. The potential employee must complete the BGC online in a timely manner in order to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
5. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
  - a. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the staff member and if the start date needs to be updated.
6. Student will report to International Student and Scholar Services (ISSS) for check-in upon arrival to the campus.
7. Student will have their potential employer complete the On-Campus Employer Statement/DSO Certification Form which can be obtained in the ISSS office.
8. Student will bring completed form back to the ISSS office and that office will assist the student with the application for a Social Security Card (SSC).
9. Student will make an appointment with Moriah Rouse (HR) to complete new hire paperwork and taxes. [Make an Appointment](#)
10. The new hire will arrive at HR with the following documents:
  - a. Social Security Card or receipt of application for a Social Security Number if applicable
  - b. I9 verification documents—
    - i. Unexpired foreign passport
    - ii. Most recent I-94
    - iii. Unexpired employment authorization documents issued by USCIS (Form I-20 or DS 2019)
  - c. Direct Deposit information
11. Once all paperwork has been submitted, HR will complete the data entry.  
**\*\*Last step if application for SSN was not necessary\*\***
12. Once the employee receives the original SSN, which should come to the ISSS office, ISSS will scan a copy of the SSN to upload in ImageNow
13. Student will make an appointment with Moriah Rouse (HR) to bring social security card to HR and complete hiring paperwork. [Make an Appointment](#)