Hiring Process for a Graduate Assistant:

1. Offer is made to the potential Graduate Assistant (GA) via Award Memorandum.
2. Request for background check (BGC) is completed by the department and submitted to Human Resources (HR) via the Mach Form found on the HR website. The Personnel Action Form (PAF), Award Memorandum, and tuition waiver are sent to Graduate School. HR recommends that this process begin as soon as the offer has been accepted. This allows time for the BGC and paperwork to be completed. [Background Check Form]
3. HR will submit the request to RedTail and an email is then sent to potential GA for completion. Communication to your potential GA is vital to ensure they know to check their email for this process. [Background check information sheet from RedTail]
4. The potential GA must complete the BGC online in a timely manner in order for the employee 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. If the potential GA is new to the University, they will need to come by our office to complete the Tax Packet before they can begin working. This is good to do while waiting on the BGC to be cleared. **The GA cannot start work until ALL paperwork has been submitted to HR.**
   - The GA will need to bring two forms of original ID (Examples: Driver’s license, Social Security Card, Birth Certificate, Passport). Keep in mind that must be the original forms of ID (We cannot accept copies of these IDs) and that both documents have the exact same name on them.
   - The GA will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
6. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
   - In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the GA and if the start date needs to be updated.
7. If the GA is an Instructor of Record, the following forms/documents are required:
   - Verification of Faculty Credentials.
   - Official Transcripts

Reminders for hiring a Graduate Assistant:

- Graduate Assistants are paid monthly, [Monthly Pay Date Calendar](#), unless they are a Work Study GA. Work Study GA’s are paid at an hourly rate on the biweekly pay cycle. [Biweekly Pay Date Calendar]
- Graduate Assistants that are considered Instructor of Record must be accompanied with credentialing paperwork and a Provost signature.
- Graduate Assistants can work no more than 20 hours per week, which includes breaks and summer semester.
- Graduate Assistants are offered health insurance through the University.
  - The premium is deducted September-May, and the coverage period is August-July.
  - The department is responsible for half the cost of the premium, and the GA is responsible for half the cost.
  - If the GA leaves in the middle of the semester for any reason still owing insurance premiums both the GA and the department are responsible for paying premiums owed. Premiums will be deducted from the GA’s last pay check.
- Graduate Assistant earnings charge to the wage line of the budget.
- Graduate Assistants can start a student worker position the Monday after graduation.