



GRADUATE ASSISTANT CHECKLIST

Name: _____ SU ID: _____ Dept. _____

NEW STUDENT WORKERS or WORKERS RETURNING AFTER 1 YEAR BREAK IN SERVICE		
FORM	SENT TO OGSR	NOTES
Graduate Assistant Contract		<ul style="list-style-type: none"> GA Contracts should be submitted through the online contract system. You must submit a contract for fall and spring – they cannot be combined. Make sure job duties are clearly listed.
Payroll Authorization		<ul style="list-style-type: none"> Payroll Authorization Form
Federal W4 Tax Withholding		<ul style="list-style-type: none"> Agency code = 360229 Payroll System = Contract (CT) https://www.marylandtaxes.gov/statepayroll/payroll-forms.php
MD MW507 Tax Withholding		<ul style="list-style-type: none"> Agency code = 360229 Payroll System = Contract (CT) https://www.marylandtaxes.gov/statepayroll/payroll-forms.php
Direct Deposit Form		<ul style="list-style-type: none"> Agency code = 360229 Payroll System = Contract (CT) Direct Deposit Form
Policies Sign-Off Sheet		<ul style="list-style-type: none"> Provide documents or link to policies.
I-9 Form		<ul style="list-style-type: none"> Must be completed by 1st day of employment.
FERPA Security Agreement		<ul style="list-style-type: none"> Please ensure your student worker is familiar with FERPA guidelines. FERPA Security Agreement
Tuition Waiver and Affidavit		<ul style="list-style-type: none"> Must be completed for each semester you use tuition benefits. GA Tuition Waiver Form
STUDENT WORKERS RETURNING AFTER NO BREAK IN SERVICE		
Graduate Assistant Contract		<ul style="list-style-type: none"> GA Contracts should be submitted through the online contract system. You must submit a contract fall and spring – they cannot be combined. Make sure job duties are clearly listed.
Payroll Authorization		<ul style="list-style-type: none"> Payroll Authorization Form
Tuition Waiver and Affidavit		<ul style="list-style-type: none"> Must be completed for each semester you use tuition benefits. GA Tuition Waiver Form

Please remember to update forms in to reflect changes to personal information or status.

****ALL forms should be sent to Jessica Scott, Office of Graduate Studies, HH 267. Failure to do may result in a delay in processing and set-up of contract.**