



## GRADUATE ASSISTANT CHECKLIST

Name: \_\_\_\_\_ SU ID: \_\_\_\_\_ Dept. \_\_\_\_\_

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

**Please remember to update forms in to reflect changes to personal information or status.**  
**\*\*ALL forms should be submitted to the department indicated. Failure to do may result in a delay in processing and set-up of contract.**