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| --- | --- |
| **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DEPT.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **HOME ORG. NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **CWID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TYPE OF STUDENT**  **STIPEND  HOURLY** |

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**GRADUATE ASSISTANT HUMAN RESOURCES CHECKLIST**

**(Please complete Graduate Assistant Employment Packet** **in** **ink and legible handwriting)**

**Do request a background check to be completed? Yes  No**

**Graduate Assistant New Hire Packet must be turned in to the Human Resources Office before the date of hire. Once the completed Hire Packet has been received by Human Resources, the student may begin working once the EPAF has been applied.**

EPAF Submitted

Personal Data Form (Do not use ULM Box for address)

Form I-9 (Employment Eligibility)

* The student should complete Section 1.
* The department supervisor should complete Section 2.

*(The document name, number and expiration date, if applicable, should be written by the supervisor on the I-9 form under List A or List B and List C headings.)*

* A complete list of acceptable documents is on page 3 of the Form I-9.

*(Copies of documents used from List A, B, or C* ***must*** *be attached. Both the student and the supervisor* ***must*** *sign the I-9 form.)*

Copy of Social Security Card (Required for Payroll)

W-4 Federal Withholdings

L-4 State Withholdings

Direct Deposit Form. Attach voided check (optional)

ULM Policies Notice

Drug-Free Workplace Policy Acknowledgement

Recoupment of Overpayments Acknowledgement

Sexual Harassment Policy Acknowledgement

Anti-discrimination and Harassment Policy Acknowledgement

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| **SUPERVISOR PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SUPERVISOR SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **HUMAN RESOURCES SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Additional packets are available at** [**http://www.ulm.edu/hr/**](http://www.ulm.edu/hr/) | **DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |