McNeese State University

GENERAL GUIDELINES

Graduate Assistants Employment

1. **Attachment 1, 2, & 3:** Please read the following documents which provide credential guidelines for Teaching Graduate Assistants: **SACS Criteria for Teaching Graduate Assistants, Attachment 1, Lab Instructor Credentialing Policy, Attachment 2, and Assessment and Certification of Faculty English Proficiency Policy, Attachment 3.**

2. **GA Employment Form 1:** Departments must complete the **English Fluency Certification Form for New Instructional Faculty GA Employment Form 1,** on all **new Teaching** Graduate Assistants and submit to the Vice President for Academic Affairs along with the **Letter of Appointment**, **GA Employment Form 2**. Must be submitted for all **new Teaching** Graduate Assistant employees.

3. **GA Employment Form 2:** Graduate Assistants receive one-semester appointments. Each Graduate Assistant must complete a **Letter of Appointment**, **GA Employment Form 2,** which includes information pertaining to length of appointment and expected duties, compensation, and classes to be taught. Letters of Appointment must be signed by the part-time employee, Department Head/Director/Supervisor, Dean, and Vice President. Must be submitted each semester.

4. **Official Transcripts:** **New** Graduate Assistants being appointed for the first time must submit **official** undergraduate and graduate **transcripts** along with a **Letter of Appointment**, **GA Employment Form 2,** to the Vice President of Academic Affairs. Official transcripts must be submitted directly to Academic Affairs from Registrar ordered by student. **TGA** is required to submit **official transcripts** each semester.

5. **Resume:** **New** Graduate Assistants being appointed for the first time must submit a **resume** along with a **Letter of Appointment**, **GA Employment Form 2,** to the Vice President of Academic Affairs.

6. **GA Employment Form 3:** Prior to employment, departments must complete the **Approval for Temporary Appointment, GA Employment Form 3,** on all **new Teaching** Graduate Assistants and submit to the Vice President for Academic Affairs along with a transcript. **This form needs to be submitted early enough to obtain approval before employment begins.**

7. **GA Employment Form 4:** **New** Graduate Assistants must complete and submit an **Employee Information Form, GA Employment Form 4,** to the Vice President of Academic Affairs which includes information pertaining to education background.

8. **GA Employment Form 5:** Graduate Assistants must submit a **Graduate Assistant Data Form, GA Employment Form 5,** to the Vice President of Academic Affairs. Must be submitted each semester.

9. **GA Employment Form 6:** **New Teaching** Graduate Assistants must complete the **Pre-Employment Application, GA Employment Form 6**. Return this completed form to the Office of Human Resources, 110 Smith Hall, Box 91615, Lake Charles, LA, Lake Charles, LA, 70609. **Background checks will be conducted for all new Teaching Graduate Assistant employees.**

10. **GA Employment Form 7:** Department/Office **must** have proper funds allocated for Graduate Assistant labor in budget. Each college/division must submit **one Request for Graduate Assistants, GA Employment Form 7,** to the Vice President of Academic Affairs for approval. Request for Graduate Assistants must be signed by the academic dean, if applicable or the division Vice President. Submit request to the Vice President of Academic Affairs by **email** to proberts@mcneese.edu (Penny Roberts) followed by a **hard copy** in the original form. Must be submitted each semester for initial hire **or** for personnel actions (change, or termination) that occur after semester begins and prior to semester ends. (Form can be downloaded from the Student Employment website in Excel format).

11. **GA Employment Form 7-Grants:** Department/Office **must** have proper funds allocated through **Research Services** for Graduate Assistant labor in budget. Each college/division must submit **one Request for Graduate Assistants-Research Services, GA Employment Form 7-Grants,** to the Office of Research Services for approval. Request for Graduate Assistants must be signed by the Principal Investigator, Director of Research Services, and Budget Approver, Lynette Babineaux. Budget Approver submits request to the Student Employment Office in original form. Must be submitted each semester for initial hire **or** for personnel actions (change, or termination) that occur after semester begins and prior to semester ends. (Form can be downloaded from the Student Employment website in Excel format).

12. **Payroll and Tax Forms:** **New** Graduate Assistants being appointed for the first time must complete necessary payroll and tax forms in the Office of Student Employment in Smith Hall, Room 104A. These forms must be completed prior to the start of the semester but no later than the close of business on the first day of employment. **Employees may be terminated if documentation necessary to complete the personnel file is not received**. Subsequent appointments do not require submission of payroll information unless a change is required.

    Note: Supervisors must submit timesheets with original signatures signed by the graduate assistant and supervisor to the Office of Student Employment.

13. **GA Employment Form 8:** Graduate Assistants employed through the Office of Student Employment are allowed credit for one-half of the tuition portion of their fees. **IRS Code 117(d) requires that exemptions for graduate students are taxable except to those who are teaching or in research positions. The taxable amount of the exemption will be included on Form W-2.** Each Graduate Assistant should complete the McNeese State University **Tuition Exemption Application, GA Employment Form 8,** and submit to the Cashier's Office located in Smith Hall prior to the deadline for payment of registration fees. No claims for fee exemptions can be accepted later than two weeks after classes begin. Must be submitted each semester.

14. **Diversity Awareness Policy:** Supervisors must provide all **new** Graduate Assistants with a copy of the McNeese State University **Diversity Awareness Policy**. This document can be downloaded from the McNeese website, http://www.mcneese.edu/policy/diversity.php.

15. **GA Employment Form 9:** Prior to the last day of employment on all **Teaching** Graduate Assistants, departments must and complete and return the **Exit Checkout Form, GA Employment Form 9,** to Student Employment in Smith Hall, Room 104A, Box 90815, or fax to Ext. 4135. Supervisor must ensure all university property is returned or secured. Must submit the Exit Checkout Form prior to the release of the final paycheck in order to ensure proper payment of final wages.

Note: Teaching Graduate Assistants must provide documentation to demonstrate they meet SACS criteria outlined in Attachments 1, 2, and 3. Additional information about SACS faculty criteria is available from the Office of Institutional Effectiveness and Academic Support, BBC 432, Ext. 5510.