

McNeese State University
CHECK LIST
Graduate Assistants Employment

Included in the packet are information, instructions, and forms to assist with the hiring process. Below is an outline of the process that may help organize and ensure all necessary documentation is completed.

Approval Process

Dean/Administrative Director
Vice President
Provost, Vice President

Hire / Change / Terminations

Appropriate Vice President submits Request for Graduate Assistants to Academic Affairs for approval.

Academic Affairs notifies employing department/office of disapprovals.

Academic Affairs forwards Request for Graduate Assistants to Student Employment.

Academic Affairs – GA Hiring Packet Includes:

- _____ GA Employment Form 1: English Fluency Certification Form For New Instructional Faculty (submit on new TGA)
- _____ GA Employment Form 2: Letter of Appointment (submit each semester on GA)
- _____ Official Transcripts submitted from Registrar (submit on new GA; submit on TGA each semester)
- _____ Resume (submit on new TGA)
- _____ GA Employment Form 3: Approval for Temporary Appointment (submit on new TGA)
- _____ GA Employment Form 4: Employee Information Form (submit on new GA)
- _____ GA Employment Form 5: Graduate Assistant Data Form (submit each semester on GA)
- _____ GA Employment Form 7: Request for Graduate Assistants (submit each semester on GA)

Cashier – GA Hiring Packet Includes:

- _____ GA Employment Form 8: Tuition Exemption Application (submit each semester on GA)

Human Resources – GA Hiring Packet Includes:

- _____ GA Employment Form 6: Pre-Employment Application (submit on new TGA)

Research Services – GA Hiring Packet Includes: (Use this form only if funded by **grants**)

- _____ GA Employment Form 7-Grants: Request for Graduate Assistants – Research Svcs (submit each semester on GA)

Student Employment – GA Hiring Packet Includes:

- _____ Payroll and Tax Forms: (new hire paperwork must be completed on new GA in Office of Student Employment)
- _____ GA Employment Form 9: Exit Checkout Form (submit on exiting TGA leaving the University)

Reference

GA : refers to all Graduate Assistants, teaching and non-teaching

TGA: refers only to Teaching Graduate Assistants

Faculty/Staff Handbook: contains a Graduate Assistant Policy in **Section 319.2** which is specific to Graduate Assistants employment. Immediate supervisors are responsible for notifying graduate assistants where to access the current MSU Faculty/Staff Handbook and Graduate Student Orientation Guide.

GA Type: TEACHING GRADUATE ASSISTANT = T or NON-TEACHING GRADUATE ASSISTANT = N

Action: **New Hire (N)** – use this code to indicate if student is being hired for the first time.

Rehire (R) – use this code to indicate if student is a rehire.

Change (C) – use this code to indicate a change (increase/decrease) in hours, pay rate, etc.

Termination (T) – use this code to indicate a termination prior to the end of the employment term.