

Graduate Assistant Employment Checklist

Start Date: First Day of a Pay Period; however, your new employee must complete onboarding to include the I-9 form and the ePAF must be fully approved before any employee can begin work.

Pay: Salary

Background Check Required: Yes, except International Students. Background checks conducted by Federal Homeland Security as part of the visa process are considered acceptable for employment purposes.

Length of Work Assignment: One Semester

Additional Approvals Needed: N/A

Additional Resources

[Non-Benefit Eligible Hiring Type Grid](#)

[Payroll Schedule](#)

[Background Check Requirements](#)

[Non-Benefited Employees: Appointment & ePAF Dates](#)