

Graduate Assistant: \_\_\_\_\_ Mustang ID: \_\_\_\_\_  
 Department: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Graduate Assistants must have completed a bachelor's degree, be accepted in a graduate program at SMSU, and must continue to meet minimum academic standards.

**COMPLETE THE FOLLOWING DOCUMENTS:**

1. **I9 – Employee Eligibility Verification Form**  
Only needed for new hire \_\_\_\_\_
2. **W4 – Employee's Withholding Allowance Certificate**  
Only needed for new hire or if GA wants to make a change \_\_\_\_\_
3. **Student Payroll Contract Authorization**  
Must be completed each academic year \_\_\_\_\_
4. **Graduate Assistant Tuition Waiver Form**  
Must be completed each semester \_\_\_\_\_
5. **Direct Deposit Sign-up Online through e-Services**  
Only needed for new hire or changes \_\_\_\_\_
6. **Job Description**  
(Give copy to GA & submit copy to Business Services) \_\_\_\_\_

RETURN THIS FORM AND SUBMIT ALL COMPLETED PAYROLL DOCUMENTS TO THE OFFICE OF BUSINESS SERVICES. **PAYROLL DOCUMENTS MUST BE COMPLETED PRIOR TO THE GRADUATE ASSISTANT COMMENCING WORK.**

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Print Supervisor Name

<b>To be completed by Registrar (Business Services will obtain this signature):</b>			
Requirements:			
<b><u>New Graduate Assistants:</u></b>		<b><u>Returning Graduate Assistants</u></b>	
Bachelors Degree	_____ met _____ has not met	<b><u>Academic Standards:</u></b>	
Admission to Grad. Program	_____ met _____ has not met	_____ met _____ has not met	
_____ Registration Office Signature		_____ Date	