

Graduate Assistant Name: \_\_\_\_\_ 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**

Only needed for new hire

\_\_\_\_\_

**2. W-4 – Employee's Withholding Certificate**

Only needed for new hire or if GA wants to make a change

\_\_\_\_\_

**3. W-4MN – Employee Withholding Allowance/Exemption Certificate**

Only needed for new hire or if GA wants to make a change

\_\_\_\_\_

**4. Student Payroll Contract Authorization**

Must be completed each academic year

\_\_\_\_\_

**5. Graduate Assistant Tuition Waiver Form**

Must be completed each semester

\_\_\_\_\_

**6. Direct Deposit Sign-up Online through e-Services**

Only needed for new hire or changes

\_\_\_\_\_

**7. Job Description**

(Give copy to GA & submit copy to Business Services)

\_\_\_\_\_

RETURN THIS FORM AND 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

**To be completed by Registrar (Business Services will obtain this signature):**

Requirements:

**New Graduate Assistants:**

Bachelors Degree \_\_\_\_\_ met \_\_\_\_\_ has not met

Admission to Grad. Program \_\_\_\_\_ met \_\_\_\_\_ has not met

**Returning Graduate Assistants**

**Academic Standards:**

\_\_\_\_\_ met \_\_\_\_\_ has not met

\_\_\_\_\_  
Registration Office Signature

\_\_\_\_\_  
Date