

GRADUATE ASSISTANT NEW HIRE CHECKLIST

Please note, the items listed below must be completed before your start date. To obtain tuition disbursement by August 24, 2018 (AY18-19) your assignment must be in the HR system by late July/early August. If you are unable to complete the items below by the above mentioned date then you could receive your disbursement approximately 5 weeks after you complete the necessary items.

I. Items to be completed with HR Region before GA can start:

- Sign Letter of Offer.
- Complete Background Check online within 72 Hours of receiving email. **Background Check must clear through HR Region before you may begin your Appointment (takes approximately 5-10 days to process).**
- Make an appointment with Talent Management Coordinator to turn in completed New Hire Paperwork (see attachment in email):
 - Employee Data Sheet
 - Federal W-4
 - MI W-4
 - City of Detroit Tax Form
 - OEO Disabled Persons and US Veterans Voluntary Survey
 - GEOC Union Form (GTA's and GSA's Only)
 - Certificate of Relevancy (GSA's Only)
- Prior to your start date – Complete Part I of I-9 online via www.newi9.com, WSU Code: 12436.
- Bring Identification Documents in to Talent Management Coordinator.

II. Items to be completed independently:

- Enroll in classes by the add/drop date.
 - Must be enrolled in a minimum of 6 credits.
- Turn in Benefit's Paperwork (optional) to Total Compensation and Wellness, 5700 Cass Avenue, Suite 3638 A/AB or fax to 313-577-0637. **This item needs to be completed within 30 days of start date.**