



**Graduate Assistantship  
Departmental Check List Form**

This form can be used as a guide when hiring Graduate Assistant employees. Use of this form is *optional* and should be retained at the unit.

Employee Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Item	Area of Assistance	Additional Comments
<b>HR / Payroll Issues</b>		
<input type="checkbox"/> Obtain appropriate hiring approval	College	Position Authorization is not required by campus. Please refer to your unit/college's practice and procedures.
<input type="checkbox"/> Offer Letter issued 45 days in advance of appointment date. Use the templates that are on UIC HR's website.	UIC HR Service Center	Employee must sign acceptance of position/terms. Attach to HRFE transaction.
<input type="checkbox"/> International Employee Check-In (if applicable)	Office of International Services	International employee must have appropriate work authorizations. A copy of the offer letter must be provided to OIS every term employed or if terms of appointment changes, e.g. FTE change.
<input type="checkbox"/> Verify graduate student enrollment eligibility at UIC for current term	College or OAR or Graduate College	Must register for a minimum of 8 credit hours (international employees must be at 12) per semester during the academic year.
<input type="checkbox"/> Initiate Criminal Background Check/Sanctions to UIC HR (if applicable)	UIC HR Service Center	Review Background Check/Sanctions Compliance for additional information. Must be cleared for employment prior to first date of employment.
<input type="checkbox"/> Initiate UI NEW HIRE login via HRFE system	UIC HR Help Desk	Note, students will already have UIN established-do not create a new UIN. Confirm Completion of New Hire Forms.
<input type="checkbox"/> Complete I9 form via Tracker	UIC HR Help Desk	Must be signed by employee on or prior to the first date of employment via the Tracker system. Must be signed by UIC representative within 3 days of hire date.
<input type="checkbox"/> Tuition Waiver Acceptance form	Graduate College	Form should be retained at unit/college
<input type="checkbox"/> Nepotism form (if applicable)	UIC HR Administration	Final approved copy must be attached to the HRFE Transaction
<input type="checkbox"/> Tax Status review for International Employees (if applicable)	OBFS University Payroll and Benefits	International employees must self-register for <a href="#">Tax Status Review</a> .
<input type="checkbox"/> Schedule Health Clearance for required positions (if applicable)	University Health Service	Health Clearance form to be forwarded with HRFE transaction
<input type="checkbox"/> Submit HRFE transaction with electronic attachments	UIC HR Service Center	Attachments include signed offer letter and CBC/Sanctions clearance form (if applicable). Transaction must be received at the campus level prior to the UIC HRFE DUE date. Please refer to Monthly <a href="#">Payroll Calendar</a> .
<b>Administrative Items</b>		
<input type="checkbox"/> English Oral Proficiency Testing for International Teaching Assistants (if applicable)	Graduate College	International Teaching Assistants will need to be tested and Certified.
<input type="checkbox"/> Building access and Security (if applicable)	UIC Police	
Computer		
<input type="checkbox"/> Netid / Email (due to additional departmental servers)	Unit IT	

<input type="checkbox"/> University Systems Security (if applicable): Banner/ TEM/ IBuy access (AITS Security Form) <input type="checkbox"/> Department specific programs <input type="checkbox"/> Departmental Shared Drive	USC Contact Person/ Department Card Manager Unit IT Unit IT	
Orientation <input type="checkbox"/> Campus Wide Orientation for New Teaching Assistants <input type="checkbox"/> Expectations of a Graduate Student for your unit <input type="checkbox"/> Departmental Manual <input type="checkbox"/> Dress Code <input type="checkbox"/> Organizational structure <input type="checkbox"/> Sick Leave Policy <input type="checkbox"/> University Holiday Schedule	Graduate College Unit	Specific for New Teaching Assistants

### Additional Resources

Hiring Graduate Assistants: [https://www.hr.uic.edu/hiring/hiring\\_GA/](https://www.hr.uic.edu/hiring/hiring_GA/)

Information regarding enrollment requirements, tuition waiver, union eligibility, academic year and summer processing.

UIC HR website for Policies and Procedures: <https://www.hr.uic.edu/policies/>

UHR HR Systems Training and Documentation:

[https://www.hr.uillinois.edu/human\\_resource\\_systems/h\\_r\\_systems\\_training\\_and\\_documentation](https://www.hr.uillinois.edu/human_resource_systems/h_r_systems_training_and_documentation)

UIC HR Specific Job Aids: [https://www.hr.uic.edu/job\\_aids/](https://www.hr.uic.edu/job_aids/)

I9 Training: <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5714>

Tax Status Review for Foreign Nationals (International Employees only):

<https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=F>

Payroll/HR schedule: <http://www.obfs.uillinois.edu/payroll/schedules/>

NESSIE system: <https://nessie.uhr.uillinois.edu/cf/index.cfm>

Graduate College: <http://grad.uic.edu/funding-your-education>

- New TA Orientation: <http://grad.uic.edu/campus-wide-new-ta-orientation>
- International Teaching Assistant Program: <http://grad.uic.edu/international-teaching-assistants-program-home-page>

Office of International Services: <https://www.ois.uic.edu/>