

Existing GA Checklist

Student Name: _____

XID: _____

- Complete the Graduate Assistantship Evaluation option GS-GA1 **OR** option GS-GA2 prior to the end of the academic term **(provided in BOX)**
 - Please complete a final evaluation even if your GA will not be returning

- If your GA will be returning:
 - Scan and email me a NEW updated copy of pages 1 & 4 of the Graduate Assistant Contract, with all required signatures. The Graduate School requires contracts be renewed annually. **(provided in BOX)**
 - Have them sign the GA Confidentiality Agreement **(provided in BOX)**

- If you need changes/updates to your GA's information, complete the GA Change Form **(provided in BOX)**

- If you need changes/updates to your GA's assistantship, complete a new Grad. Assistant Contract, with ALL required signatures **(provided in BOX)**
 - Ensure student receives a copy of the new contract

- Send all forms to Amelia Pettiss by email amelih@clemson.edu

- Remind your GA to continue tracking their hours worked using the Time Capture System
 - <https://hr.app.clemson.edu/tcs/>