

New GA Checklist

Student Name: _____

XID: _____

- Complete the Grad. Assistant Contract (**provided in BOX**)
 - Attach any departmental addendums or documents
 - Ensure student receives a copy of the Grad. Assistant Contract, and any other relevant documentation
- Complete GS61 Form
- Complete GS2000
- Have the GA sign the GA Confidentiality Agreement (**provided in BOX**)
- Send all forms to Amelia Pettiss by email amelih@clemson.edu

If your new Graduate Assistant WILL work as an intermittent employee prior to beginning assistanship, please complete the following:

- Complete the Student Change Hire Form (**provided in BOX**)
 - Email the completed form to the Data Center data_center@clemson.edu and cc: Amelia Pettiss by email amelih@clemson.edu
- Have GA complete New Employee Data Sheet (**provided in BOX**)
 - Scan and email the completed form to the Data Center data_center@clemson.edu and cc: Amelia Pettiss by email amelih@clemson.edu
- Complete I9 Employment Verification Form on the first day of hire (**provided in BOX**)
 - Inter-office mail the original I9 to ASB, marked as Attn: Data Center
- Inform your GA that they will utilize the Time Capture System to track their hours worked
 - <https://hr.app.clemson.edu/tcs/>