GA/ TA/ RA Hiring Checklist

- **STUDENT HAS ASSISTANTSHIP APPLICATION IN XTENDER FOR CURRENT ACADEMIC YEAR SHOWING AS “AVAILABLE”**
  (EITHER 1 FALL APPLICATION IS ON FILE OR THEY HAVE APPLIED FOR CURRENT HIRING TERM)

- **CONFIRM FUNDING SOURCE FOR PROCESSORS**
  - COGS FUNDED (also called “Allocated”)
  - DEPARTMENT FUNDED (also called “Unallocated”)
  - GRANT FUNDED

- **WILL THE STUDENT BE TEACHING?**
  - YES
  - NO

- **IF THE STUDENT IS TEACHING:**
  - FID FORM IS ATTACHED TO THE PA
  - GTA PARKING PERMIT FORM HAS BEEN COMPLETED AND ATTACHED FOR ALL TERMS HIRED
  - STUDENT IS ADDED AS AN INSTRUCTOR OF RECORD IN BANNER (COMPLETED BY PROVOST OFFICE)

- **PROCESSING THE PA:**
  - PERSONAL INFORMATION INCLUDING EAGLE ID IS ENTERED AND CORRECT
  - ADP EMPLID HAS BEEN LOOKED UP AND INSERTED IF AVAILABLE
    - [http://adminservices.georgiasouthern.edu/adplookup](http://adminservices.georgiasouthern.edu/adplookup)
  - EFFECTIVE DATE IS ENTERED CORRECTLY
    - Always the first day of class or 1 week prior
  - END DATE IS ENTERED CORRECTLY
    - Always the last day of final exams
  - NEW HIRE, DATA CHANGE, OR TERMINATION ARE SELECTED AND REASONS ARE GIVEN IF NEEDED
  - DEPARTMENT INFORMATION IS FILLED IN COMPLETELY INCLUDING DEPARTMENT NAME, POSITION TITLE, P.O. BOX, OFFICE PHONE, B-CODE, AND SUPERVISOR
  - IN THE BOX TITLED “OTHER PAY”, FULL STIPEND FOR HIRING DATES IS LISTED UNDER ADDITIONAL
  - METHOD OF PAY DATES ARE CORRECT
    - SELECT MONTHLY
    - START PAY DATE IS FIRST DAY OF THE FIRST MONTH THE STUDENT WILL BE PAID
    - END PAY DATE IS THE LAST DAY OF THE LAST MONTH THE STUDENT WILL BE PAID
  - EMPLOYMENT STATUS IS ENTERED CORRECTLY (GRADUATE, RESEARCH, TEACHING ASSISTANT 1, OR TEACHING ASSISTANT 2) AND THE JOB CODE, LISTED BELOW, REFLECTS THIS CLASSIFICATION
    - GA:39905X
    - RA: 39907X
    - TA 1/ TA 2: 39908X
    - **TA 2: MINIMUM REQUIREMENTS:**
- COMPLETED 18 HRS. IN THE FIELD THEY ARE TEACHING IN
- COMPLETED TA TRAINING
- ELIGIBLE FOR BENEFITS IS MARKED NO
- WORK COMMITMENT IS TEMPORARY PART-TIME
- BUDGET DATA IS COMPLETED IN FULL INCLUDING SECTION B IF FUNDING SOURCE IS ANYTHING OTHER THAN COGS FUNDED
- REMARKS LINE SHOULD HAVE A SENTENCE INDICATING IF THE GA WILL BE TEACHING AND INDICATE THE FUNDING SOURCE (i.e. Remarks: “Teaching assistant, COGS funded/allocated” OR “GA, Unallocated”)
- SIGNATURES MUST FOLLOW ROUTING PATH IN GA HIRING HANDBOOK
- COMMITMENT FORM IS ATTACHED
- BACKGROUND INVESTIGATION FORM HAS BEEN COMPLETED IF THE STUDENT HAS NEVER BEEN HIRED AS A GA AND FORWARDED TO HR
- IF GRANT FUNDED:
  - PI HAS SIGNED OFF
  - GRANT TUITION PAYMENT FORM HAS BEEN COMPLETED AND ATTACHED
  - REMEMBER TO FORWARD TO RESEARCH ACCOUNTING FIRST