

Process to Graduate Assistants <https://pennwest.edu/ga-process>

All Departments will be provided the following from the Human Resources office. Links are also provided for the documents.

- a. **Payroll Packet**, <https://pennwest.edu/student-payroll-forms.pdf>, which includes Background Check Documents
- b. **Graduate Assistant Hiring Form** – <https://pennwest.edu/ga-hiring-form>
- c. Prior to each semester HR will send a spreadsheet containing names of students currently active in SAP (confirmation the student worked previously)
- d. **PLEASE NOTE – STUDENTS SHOULD RETURN THE COMPLETED PAYROLL FORMS, INCLUDING BACKGROUND CHECK RELEASE FORMS, TO THE DEPARTMENT IN PERSON AND NOT VIA EMAIL.**

Step 1

Supervisors should have the students complete the following background check forms (included in Payroll Packet). Forms can be found directly at <http://pennwest.edu/student-clearance-registration.pdf>

- **Background check certification for provisional employment form**
- **Background release form**
- Supervisors then submit the **two background check forms** through HRConnect by doing the following.
 - Go to <https://passhe.service-now.com/esc>
 - Select Request Assistance from the top menu bar
 - Select General from Catalog Filters on the left
 - Select Background Check/Fingerprint Inquiry
 - Use dropdown to select Other Inquiry (Last option)
 - Type the following in the box
 - “Student Worker Background Check
 - “Student’s Name”
 - “Department Name and Supervisor Name”
 - Add the **two forms** as attachments
 - Select Submit

Step 2

Supervisors should complete the Graduate Assistant Hiring Form as follows.

- Complete Sections 1, 2 and 3
- If the position is grant funded, the supervisor should send to grants accounting for grant name, cost center and signature.
- Supervisor should email the form to the following:
 - o Academic Affairs – David Hartley
 - o Other Areas – Division Vice President Office
- David Hartley or the Vice President will verify the position is approved in Section 5 and email the form back to the department
- If approved the supervisor will complete section 4
- Have the student sign the form in Section 3.
- Once all sections are complete move to step 3

Step 3

Supervisors should review the spreadsheet of student workers to see if the student is on the list.

- If the student is on the list
 - Submit the **GA Hiring Form** through HRConnect by doing the following.
 1. Go to <https://passhe.service-now.com/esc>
 2. In the “How can we help” search bar type Student

3. Select Student Employee Inquiry at the top of the list
 4. In the box type the following
 - a. "Hiring a GA"
 - b. "Students Name"
 - c. "Department Name and Supervisor Name"
 - d. Add the **GA Hiring Form** as an attachment
 - e. Select Submit
- If the student is NOT on the list
- Supervisor should have the student complete the following forms. In addition, the supervisor must verify the identifications required for Form I-9. *See Instruction sheet for forms.*
 - I9 Form
 - W4 form
 - Ethnicity form (Optional)
 - Residency Certification form local earned income tax withholding
 - Direct deposit form
 - Local services tax exemption form (If required)
 - Form REV-419 EX (Ohio, WV, Maryland, New Jersey, Virginia) (If Required)
 - Statement of Citizenship Status & Taxation by year – (If Required)
 - Once the forms are completed and reviewed, the supervisor should enter a case in HRConnect as follows:
 5. Go to <https://passhe.service-now.com/esc>
 6. In the "How can we help" search bar type Student
 7. Select Student Employee Inquiry at the top of the list
 8. In the box type the following
 - a. "Hiring a GA"
 - b. "Students Name"
 - c. "Department Name and Supervisor Name"
 - d. Attached the following documents as one PDF
 - i. GA Hiring Form
 - ii. I9 Form
 - iii. W4 form and instructions
 - iv. Ethnicity form (Optional)
 - v. Residency Certification form local earned income tax withholding
 - vi. Direct deposit form (Optional)
 - vii. Local services tax exemption form (If required)
 - viii. Form REV-419 EX (Ohio, WV, Virginia Residence) (If Required)
 - ix. Statement of Citizenship Status & Taxation by year – (If Required)
 - e. Select Submit