



## **Hiring steps for Graduate Assistants**

ALL INFO SHOULD BE IN THE BUSINESS OFFICE BY JUNE 1ST, for July payroll  
IF STARTING LATER, THEN BY THE FIRST OF THE MONTH IN WHICH THEY  
ARE STARTING

\_\_\_\_ Salary and account information given to Amy Eno by departmental spreadsheet

\_\_\_\_ [General Information Form](#)

\*\*\*\*This is needed in Business Office as soon as employee accepts the position.  
This will have to be completed several days before employee can start.

\_\_\_\_ Clear student for Registration as soon as possible, I can't process personnel if they  
are not registered and cleared.

\*\*\*\*Jessica Hart is a **Notary Public**