

**Graduate Assistantship**

Graduate assistantships (agreements) are professional development experiences in research, teaching, or administration related to, or enhancing, students’ study in their academic programs. All graduate assistantship agreements and supporting Graduate Studies documents must be individually attached to Hire ePAFs. All New Employee Sign-In paperwork must be submitted to Graduate Studies. Graduate Studies delivers the Sign-In paperwork to HR-Records.

The following New Employee Sign-In documents for Graduate Assistantship students must be completed and submitted to the College of Graduate Studies, Attn: Financials, MH 230, +0112. All forms are located at either [www.admin.graduate.ucf.edu](http://www.admin.graduate.ucf.edu) under Forms & Files or [www.hr.ucf.edu](http://www.hr.ucf.edu) under Records – Forms.

ePAF	<input type="checkbox"/>
3-in-1 Form	<input type="checkbox"/>
Assistantship Agreement (GRA, GTA, GTG, or GA) *	<input type="checkbox"/>
Confidentiality Agreement	<input type="checkbox"/>
Direct Deposit Form and voided check	<input type="checkbox"/>
Employee Acknowledgment	<input type="checkbox"/>
I-9	<input type="checkbox"/>
I-9 Supporting Documents	<input type="checkbox"/>
Personal Data Sheet	<input type="checkbox"/>
Retirement Status Notification Form	<input type="checkbox"/>
Social Security Card (copy)	<input type="checkbox"/>
Supplemental Assignment Form (working +20 hours/wk.) *	<input type="checkbox"/>
Teaching Qualifications Form (9183) *	<input type="checkbox"/>
W-4	<input type="checkbox"/>

*If applicable:*

Faculty Affairs Employment of Relatives Form (AA-22)	<input type="checkbox"/>
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\* Documents to be attached to ePAFs

It is the department’s responsibility to check the status of ePAFs and Sign-In paperwork to ensure that all paperwork is received and approved in a timely manner.