Steps to Hire a Graduate Assistant

College of Graduate Studies (CGS) Process

1. Employer submits hiring verification form in Workflow

2. CGS approves EPAF

3. CGS notifies:
   - Business Office - tuition
   - HR - stipend
   - Parking Services - parking tag

Human Resources (HR) Process

1. Employer submits EPAF

2. HR instructs employer by email to move forward in the hiring process (proceed with EPAF)

3. CGS approves EPAF

4. HR sends employer notification that HR process is complete

*CGS checks for continuous enrollment throughout semester.

Tips for Printing Summary of Graduate Assistants Webform:

- Select all information
- Choose “Print Preview”
- Shrink to fit – 50%
- Select “As selected on screen”
- Print