Steps to Hire a Graduate Assistant

**College of Graduate Studies (CGS) Process**

1. **Employer submits to CGS the online Summary of Graduate Assistants**

2. **CGS informs employer by email that student meets hiring criteria**

3. **CGS approves EPAF**

4. **CGS notifies: Business Office - tuition, HR - stipend, Parking Services - parking tag**

**Human Resources (HR) Process**

1. **Employer submits hiring verification form in Workflow**

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

3. **Employer submits EPAF**

4. **HR sends employer notification that HR process is complete**

*CGS checks for continuous enrollment throughout semester.

To print: Select all information, choose “Print Preview,” shrink to fit – 50%, select “as selected on screen,” and Print.

**Summary & EPAF Deadlines:**

- New Fall Assistantships – July 1
- Spring Assistantships – November 15
- Summer & Returning Fall Assistantships – April 15