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.*

**Summary & EPAF Deadlines:**

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