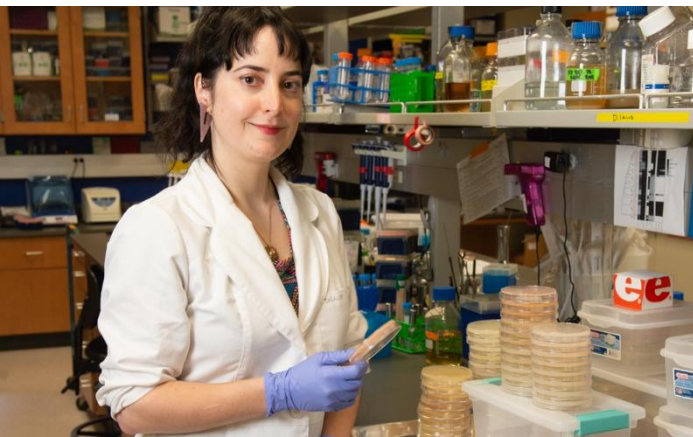


GRADUATE SCHOOL



**SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE**

Graduate Studies Team



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Graduate Assistantships: The Basics

Who Qualifies?

- ✓ Enrolled grad student (degree-seeking)
- ✓ Good academic standing (min 3.0 GPA)

Benefits

- ✓ Tuition waiver during contract semester(s)
- ✓ Stipend paid on semi-monthly basis

Contract Basis

- ✓ GAs remain on payroll for contract period unless termination/change submitted by hiring unit

Offices Involved

- ✓ Grad School manages [GA Handbook](#) & contracts
- ✓ HR manages payroll & Financial Aid applies tuition waivers

Graduate Assistantships: The Basics

Contract Lengths

- ✓ Fall/Spring = Min 12 weeks
- ✓ Summer = Min 8 weeks
- ✓ No longer than one calendar year

Stipend Amounts

- ✓ Grad School ensures minimum University stipends are met
- ✓ Units may pay more than University minimums

Start & End Date of Contract

- ✓ Start date is first date reporting to work
- ✓ End date should be final date of work (not past grad date)

Staying Connected

- ✓ [Join the GA Support Staff Teams site](#) for reminders & announcements
- ✓ Separate listserv for GA supervisors (auto enrolled)

GA Hiring Process: Overview of GA Hiring Steps

Step	Timing	Description
SPA Approval (if needed)	Typically the semester before the position begins	✓ Units must request & receive SPA approval to hire a GA, unless the position is exempt. ✓ Exemptions include positions funded from grants, Foundation, SIU System, Grad School internal funding award, & obligated cost-shares from grants
Job Posting & Selecting Candidate	At least 4-6 weeks prior to position start	✓ Hiring unit posts GA position on Grad School site using online form (if not rehiring same student) ✓ Unit reviews applicants, interviews, offers position

GA Hiring Process: Overview of GA Hiring Steps

Step	Timing	Description
Contract Submission	At least 3 weeks prior to position start to facilitate on-time pay and tuition waiver for students	✓ Hiring unit submits online GA contract. ✓ Initial review for compliance by Grad School and then automatically routed to all necessary approvers (FOs, listed approvers, ORP for grant accounts, student for hiring packet, I-9 submitter when needed)
Final Approval & Processing	Once all contract approvals obtained	✓ Grad School submits payroll information to HR & tuition waiver info to Financial Aid. ✓ Contract submitters & students receive notification upon final processing.

Completed GA Contract Example

Basic Information

This section will be viewed by the student.

Document #

0001

Effective Date * ?

08/16/2025

End Date * ?

05/15/2026

Student 800# * ?

800620461

Student First Name

Christina

Student Last Name

McGuiggan

Username

cmcguig

Hiring Unit * ?

Graduate Studies and
Research (74500)

Home Organization
Number * ?

653760

Is the student a Co-op PhD
student? *

☐ Yes

☒ No

Position Details

This section will be viewed by the student.

Assistantship Category

Indicate the expected percentage of the student's total time that will be spent on each category of work. For example, a 50% graduate assistant that is spending 10 hours a week helping an instructor in a course and 10 hours a week researching in a lab would be marked 50% TA and 50% RA.

PERCENTAGES MUST ADD UP TO 100%

The information you include here will be used to determine the student's overall position category. Their overall position category will be based on which category the majority of their job duties fall under with teaching and research having priority over general. **This has tax implications for the student so make sure to read the description/help text for each category when making your choices.**

WARNING: Tuition waivers for students who spend more than 50% of their time as a general assistant will be reported as non-cash taxable wages in excess of \$5250. These non-cash wages are subject to tax withholding by the IRS for students whose positions are not specifically classified as "research" or "teaching".

Teaching * ?		Research * ?		General * ?		TOTAL * ?	
#	100	#	0	#	0		100

Supervisor * ?

Elizabeth Cali ×

Appointment Percentage * ?

50

Semi-monthly Stipend *

See the [GA Hiring Unit Resources](#) page for minimum GA stipends.

\$ \$600.00

Job Duties * ?

Provide instructional support to Dr. Elizabeth Cali for ENG 325 and ENG 376 courses, including providing individualized support for students as well as providing assistance in grading assignments and development of course materials.

New Hire/Re-hire Funding Details ?

Position Funding #1 *	Percent * ?
111111	100
Position Funding #2	Percent
Position Funding #3	Percent
Position Funding #4	Percent

How many total approvers does the position require? * ?

- ☒ 2
☐ 3
☐ 4
☐ 5

- Note that the minimum # of approvers is TWO to allow for sufficient internal controls.
- Must include FO/Delegate and at least one other individual (not including the submitter).

Fiscal Officer * ?

Jill Smucker (jsmucke@siue.edu) ×

Is the person that you designated as the fiscal officer the delegate or proxy for the actual fiscal officer? *

- ☐ Yes
☒ No

Approver #2 * ?

Elizabeth Cali (ecali@siue.edu) ×

Is the person that you designated as Approver #2 the delegate or proxy for the actual approver? *

- ☐ Yes
☒ No

When GA contracts are initially reviewed by the Grad School upon submission, it is determined if a new I-9 is needed.

Submitters *(or alternative individual entered in contract as responsible for I-9 completion)* will receive a Quali Build notification that an I-9 is needed with information on how to submit.

I-9 Education

Who Completes?

- ✓ GA & Unit Representative complete together
- ✓ Must be done in-person
- ✓ **Completion deadline is first date of contract**

International Student Docs for List A

- ✓ Foreign Passport
 - ✓ I-20
 - ✓ I-94
- *SSN not needed to complete*

Submission of I-9

- ✓ Unit submits via secure [file drop](#) (link in Kuali Form in I-9 section)
- ✓ Must also approve I-9 step in Kuali Build

Resources on [Hiring Units Resources](#) website

- ✓ Sample I-9s for both domestic & international
- ✓ Videos on I-9 compliance

I-9 Exercise: Find the Errors!

Group Effort

- ✓ Collaborate with a group to identify the errors in the sample I-9
- ✓ What's incorrect, missing, or not in compliance?

Scenario Details

- ✓ Contract start date is 8/16/26

What errors did you find?

Important GA Processes

Employment Verification

- ✓ Grad School manages requests from current or former GAs for [employment verification](#)

W4s for Domestic

- ✓ Can submit paper W4s directly to [HR file drop](#)
- ✓ GAs can manage W4 selections in CougarNet after contract execution

W4s for International

- ✓ International GAs must email [Stephanie Heffron in HR](#) to make appointment for tax form completion

SSN App for International

- ✓ International GAs must begin [process with ISSS to apply for SSN](#) upon arrival
- ✓ Unit completes bottom of Job Offer Form

GA Termination: Form within Contract

When Process is Required

- ✓ If contract should end to remove student from payroll before the original end date for any reason

Not Required When

- ✓ GA employment is ending on original contract end date

Possible Reasons

- ✓ Student resigns
- ✓ Student is graduating or withdrawing from program
- ✓ Performance issues (*after protocol is followed*)

When to Submit Termination

- ✓ As soon as possible to allow for removal from payroll before overpayment occurs

How to Access a Contract to Check Termination Date

For Contract Submitters

Login to [Kuali Build](#) → Click “My Documents” on the top of the main page → Sort by “Document Type”. The student eID will populate in the title column.

Build : Action List 99+ **My Documents**

Document Type: Graduate Assistant Contract x

Submitted Drafts (383)

Document Type	Title	Date Submitted ↓	Time Elapsed	Status	Actions
Graduate Assistant Contract	efranc	Apr 5, 2024, 3:53 PM	over 1 year	WITHDRAWN	

For Contract Approvers

Login to [Kuali Build](#) → Search “Graduate Assistant Contract” → Search by 800#, name, budget purpose number or other details of forms you are routed to approve

Build : Action List 99+ My Documents **Graduate Assistant Contract**

← Graduate Assistant Contract DRAFT

Search GO Sort (1) Columns Views Filter

Dashboard Documents Form Workflow Publish

Export Share Data Settings New

Addressing Common Questions

GA Timesheets

- ✓ All GAs must complete [paper or electronic timesheets](#)
- ✓ Retained in hiring unit

GA Needs Extended Leave

- ✓ Supervisor should discuss options of unpaid leave or early contract termination
- ✓ See [Pregnancy/Parenting Leave](#) when applicable

Performance Concerns

- ✓ [Protocol](#) to address learning, remediation and documentation
- ✓ Contact Jill if issues persist

GA Contract Approval Delay

- ✓ Submitters can view status of workflow and nudge approvers
- ✓ Contact Christina if any approvers are unavailable

Resources Available

[Hiring Unit Resources website](#) has extensive information always available

- ✓ Overview video and steps of hiring process
- ✓ Determining contract start & end dates
- ✓ Cutoff dates for hiring by semester
- ✓ I-9 samples & tips
- ✓ Minimum stipend amounts
- ✓ GA Handbook

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