

# UW Bo the ll

## New Appointment Packet Checklist

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### Graduate Student Service Appointment

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Graduate Student Name

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Proposed Title / Job Code

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Appointment Start Date

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Appointing Department

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Department Contact / Telephone

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Budget #

#### Personnel Documents:

- Appointment Letter from Director to appointee (including salary, appointment details, dates/terms\*) with concurrence of the appointee
- Curriculum Vitae (CV)
- Letters of Recommendation (3 preferred, 1 minimum)

#### Payroll Forms:

- Personal Data Form
- Affirmative Action Data Form (AADF)  
*Can be completed manually or ONLINE*
- Employment Eligibility Form (I-9)
- W-4 Withholding Allowance Certificate
- Direct Deposit Authorization (optional)  
*w/blank deposit slip or cancelled check*

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#### Routing:

Attach this checklist to the forms listed above and submit the entire package to:

Administrator  
Office of Academic Affairs  
Campus Mail Box 358522

**The Office of Academic Affairs will obtain the required approval signatures and:**

- 1) Send a copy of the appointment letter and the original **Payroll Forms** to the UW Bo the ll Payroll Coordinator for OPUS entry.
- 2) Return a signed copy of the appointment letter to the program.
- 3) Keep a copy of the personnel forms for the GSA's personnel file.

## **Graduate Student Service Appointment General Conditions of Appointment:**

Graduate student appointees shall serve ordinarily on a half-time basis (an average of approximately 20 hours per week). Minimum registration during the academic year is 10 credit hours. During Summer quarter, minimum registration is 2 credits for all appointments. Registration for fewer than the minimum requires prior approval of the Graduate School.

### **\* Appointment Letter:**

The letter offering appointment will include the following information:

- Appointment title (if known)
- Appointment % FTE (when applicable) or expected hours for hourly employees
- Effective dates and duration of appointment (when applicable)
- Hiring unit and hiring unit contact
- A summary of the nature of required duties
- Salary/wages
- Health and other applicable benefits
- Costs of tuition or fees that are required as a condition of employment, if any
- Tuition and fee waiver or exemption information
- Response requirements, (concurrency)
- A statement that the position is covered by the collective bargaining agreement UW/UAW
- The current collective bargaining contract website address
- The University shall include in all ASE appointment letters a link to the Union's website.

### **Forms:**

UW Biography Form:

[www.washington.edu/admin/acadpers/procedures/search\\_and\\_hire/biography.doc](http://www.washington.edu/admin/acadpers/procedures/search_and_hire/biography.doc)

Conviction/Criminal History Information Form:

<http://www.washington.edu/admin/hr/forms/employment/criminalhist.pdf>

I-9 Form:

<http://www.uscis.gov/files/form/i-9.pdf>

W-4 Form:

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Direct Deposit Authorization Form:

<http://www.washington.edu/admin/payroll/pdf/DirectDep.pdf>

### **Resources:**

GSA Salary Schedule:

<http://www.grad.washington.edu/fellow/2007-08%20reg%20ular%20grad%20salary%20schedule.pdf>

Academic Student Employee (ASE) Contract:

<http://www.washington.edu/admin/hr/laborelcontracts/uaw/addons/>

GSA Eligibility for Tuition Waivers and Exemptions, Health Insurance and Taxes:

[http://www.grad.washington.edu/fellow/grad\\_waiv\\_exemp\\_ins.htm](http://www.grad.washington.edu/fellow/grad_waiv_exemp_ins.htm)