

**Graduate Assistant Employment Approval Form (GAEAF)**

CHECK ONE:

Hire

Change (Account Number / Address / Etc.)

Terminate Contract

**GAEAF Documents**  
The Following Items **Must Be Included** With This Form

Contract Letter

Signed W-4

Signed I-9 with All Documentation

Direct Deposit / Payroll Card Form

Healthcare Acknowledgement Form

**Name:**

**CWID:**

**Address:**

**Phone:**

**CofC Email:**

<b>Citizenship Information:</b>		<b>South Carolina Residency:</b>	
U.S. Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>(If no, please choose status below)</i>			
Visa:	F1 <input type="checkbox"/>	J1 <input type="checkbox"/>	Expiration Date: _____
Permanent Resident:	<input type="checkbox"/>		Expiration date: _____
Resident Alien:	<input type="checkbox"/>		Expiration date: _____
Passport # or A #:			

Employing Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Student's Graduate Program: \_\_\_\_\_

**Rate of Pay \$20.67 PER HOUR**

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*(Note: Contracts may not run past June 30<sup>th</sup>, the end of the Fiscal Year)*

Hours per Week	Total Earnings	6-Digit Account #	Funding Agency	Percent

**Abatement Information (for Non-Resident Students)**

Term and Year:	Fall /	Spring /
Expected hours of enrollment:		

BY SIGNING BELOW, I CERTIFY THAT ALL INFORMATION ON THIS CONTRACT IS CORRECT TO THE BEST OF MY KNOWLEDGE. I ACCEPT FULL RESPONSIBILITY FOR NOTIFYING THE STUDENT EMPLOYMENT COORDINATOR OF TERMINATION IN A TIMELY MANNER ENSURING THE ADMINISTRATION OF THE CORRECT PAY. *By signing and submitting this form, I agree to record my Graduate Assistant's (8005) work hours on MyCharleston. I understand that these timesheets must be completed on the 16<sup>th</sup> and the 1<sup>st</sup> of each month of employment.*

Supervisor (Person Approving Timesheets): \_\_\_\_\_ Date: \_\_\_\_\_

Student's Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Student Employment Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_