

Division of Academic Affairs
Office of Graduate Studies
Administration Building, 3rd Floor

INSTRUCTIONS FOR COMPLETING THE GA APPT. REQUEST FORM
Must use GA Appt. link on web page to sign in to Docu-Sign
****Please read information below before submission****

A graduate student must have a completed I-9 form on file before beginning work.

SCHEDULE and RATES (found on web page under **Hiring Department Forms**)

The Position Description Form and the GA Acceptance Form are now integrated into the workflow.

STUDENT Information:

- Need TU ID, TU email address, mailing address, phone number & grad program
- Need an Employment Letter for international students. -The [Employer Letter](#) must be completed on official University letterhead for ISSO.
- GA Office will send Payroll instructions to the students who are new to TU payroll. All payroll forms go to HR (I9, W4 and Direct Deposit).

TIME REPORTING

Be sure to create a work schedule to ensure that the required hours are worked during the term. Graduate Assistants do not complete official timesheets. The supervisor is responsible for monitoring hours worked. A [Sample Time Sheet](#) can also be found on web page under **Hiring Department Forms**.

REQUIRED HOURS:

<u>Semester</u>	<u>10-hour assistantship</u>	<u>20-hour assistantship</u>
Summer	100 hours	200 hours
Fall	165 hours	330 hours
Spring	165 hours	330 hours
Fall/Spring	330 hours	660 hours

Questions? Contact the Graduate Assistantship Office: Administration Building, Room 304
Email: gao@towson.edu Phone: 410-704-4484