

Graduate Assistant (GA), Paid by Dean's Office, Onboarding Process

Purpose: 1) To standardize the onboarding process for all A&S graduate assistants, and 2) to process payroll and tuition remission accurately to meet University deadlines.

NEW GRADUATE ASSISTANTS

Departmental Responsibilities:

1. For Fall semester hires, select graduate assistants by March 15th, if possible.
2. For January hires, select graduate assistants by November 15th, if possible.
3. Prepare the letter for each individual by inserting your department's specific information as shown on the sample letter in red. Start date is August 1st for all new GAs, unless an exception has been approved.
4. Attach the Terms of Agreement and HR Graduate Orientation Instructions with each letter and send to each individual. (Email is acceptable.)
5. If GA declines, please expedite the offer to another individual on your wait list. After April 1st, GA should be given 10 business days to respond.
6. Provide e-copies (juli.wagner@louisville.edu) of the accepted offer letter and signed Terms of Agreement to the Dean's Office before May 1st. Please do not send until the offer has been accepted by the GA.
7. Retain copies in the department files. Send copies to the A&S Associate Dean for Graduate Education and the International Center (Sharolyn Pepper pepper@louisville.edu), as appropriate.
8. You will receive a confirmation email and spreadsheet summarizing your department's GA list. You are responsible to notify the Dean's Office with any corrections to the spreadsheet.
9. Payroll and tuition forms will be processed based on the information on the spreadsheet.

Dean's Office Responsibilities:

1. Prepare JDC for each graduate assistant and process through payroll.
2. Prepare and confirm tuition is posted timely and accurately.

RETURNING GRADUATE ASSISTANTS

Departmental Responsibilities:

1. Prepare the letter for each returning GA by inserting your department's specific information as shown on the sample letter in by March 15th, if possible.
2. Attach the Terms of Agreement with each letter and send to each individual. (Email is acceptable.)
3. Provide e-copies (juli.wagner@louisville.edu) of the accepted offer letter and signed Terms of Agreement to the Dean's Office before May 1st. Please do not send until the offer has been accepted by the GA.
4. Retain copies in the department files. Send copies to the A&S Associate Dean for Graduate Education and to the International Center (Sharolyn Pepper pepper@louisville.edu), as appropriate.
5. You will receive a confirmation email and spreadsheet summarizing your department's GA list. You are responsible to notify the Dean's Office with any corrections to the spreadsheet.

Dean's Office Responsibilities:

1. Prepare JDC for each graduate assistant and process through payroll.
2. Prepare and confirm tuition is posted timely and accurately.

GRADUATE ASSISTANTS CHANGES (REPLACEMENTS/EARLY TERMINATIONS)

Departmental Responsibilities:

1. Notify the Dean's Budget Office (juli.wagner@louisville.edu) of any changes in GAs paid by the Dean's Office immediately.
2. If substituting, follow procedures for hiring new GA.
3. For early termination, email the Dean's Office, A&S Associate Dean of Graduate Education and the International Center (if appropriate) with name, student ID and effective date.
4. Dean's Office will process the required HR, payroll and financial aid forms.