

## Checklist for Hiring New Graduate Assistants (Graduate School / M/S 0326)

### Document Type

#### Payroll/HR Documents:

Payroll Action Form (PAF)

Terms of Employment (Contract)

Form I-9  
(If International, check with the Office of International Students & Scholars)

Form W-4 (Withholding)

Personal Data Form (Long Form)

Addendum

Fee Wavier (DO NOT send 1101 or 1104 state accounts- grad school is responsible for these accounts and will issue)

#### VISA Documents:

F-1=1-20

J-1=DS2019

H-1=B-1-797

(REMINDER: individuals who are not citizens or permanent residents are to be given an Employee Notification Sheet available from the Nonresident Alien Tax Specialist in B&F )

#### UNR Policy:

New Hire Policy Acknowledgement form