

GA's,

Welcome to Marquette University and the Graduate School of Management. As you can see, this is a very lengthy email, and I apologize. However, the information is important and your assistance is needed to make this hire a smooth transition. Please read this email carefully as there are a lot of details included in this message.

You have been offered a Graduate Assistantship (GA) award for Fall 2019 and/or Spring 2020. Unless previously specified, your position starts Monday, August 19, 2019. We will have a **mandatory** GA Orientation from 10 am – 1:00 pm on this day. The Orientation is for all Graduate Assistants. **New** Graduate Assistants must come prepared with all required documents listed below. Returning Graduate Assistants, while required to attend the Orientation do not need to resubmit their hire documents unless the student has an expired international work authorization. Realistically, the meeting will not take 3 hours, but we will reserve the time in case you have questions or require assistance.

All award offer letters, are signed and returned **to ME IN THE Graduate School of Management, NOT** Mr. Marek in the Graduate School nor Marquette Central if you wish to accept the award. All awards not officially accepted by the deadline on the letter may be rescinded by the University. Ideally, the award letters were submitted quite some time ago.

The **Graduate School of Management** requires the following documents to be completed and submitted directly to the Graduate School of Management for all new GA hires. (**Returning** GSM GA's do not need to duplicate these documents.) Returning international students may need a new work authorization. International students, please contact OIE to verify if this document is required. Beyond the international student work authorization requirement, the other required forms and information are attached as well as links are posted to the GSM web site under Current Students then forms in the left column, then Graduate Assistant Documents or <http://business.marquette.edu/academics/forms> where doable.

1. FERPA forms (due June<sup>th</sup>)

1. On-Line FERPA tutorial and FERPA Agreement Form – **complete this tutorial, print, sign both pages and forward to the GSM by July 8<sup>th</sup>**. Original signatures are required on this form. **If this form is not submitted by July 8<sup>th</sup> your first pay could be delayed.** And access to needed GA materials will be delayed. Again, return the signed FERPA documents to me in the Graduate School of Management.

GA's must complete an on-line tutorial **and** submit the FERPA agreement. Below is the link and instructions as provided by the Office of the Registrar. The tutorial is required for all graduate assistants. GA's will not have D2L access to support faculty without first meeting this requirement. Both the link and instructions are also posted to the GSM web site along with other GA information.

The Office of the Registrar has a FERPA tutorial available online. All new employees are required to take the tutorial. Instructions are available by clicking the link to the FERPA Online Tutorial on the OTR website: <http://www.marquette.edu/registrar/policies/>. Upon successful completion of the tutorial, new employees will be instructed to sign both the certificate of completion and the FERPA confidentiality agreement. **Sign both sides of your certificate and forward the signed certificate to Cheryl Nelson in the GSM office. Please do not forward directly to the Registrar's office as we cannot track the form and you will need to re-do the certificate. The GSM will attach other required information and forward to the Office of the Registrar as appropriate.**

## And documents to bring to Orientation for NEW GA hires:

2. Graduate Assistant Agreement Form (page 7 of the GA Handbook)
  - a) Please read the Handbook prior to Orientation
  - b) Print, sign and submit Agreement Form
  - c) Submit information requested on page 5 of the Handbook
3. Complete the following and bring to the meeting:
  - a) W-4
  - b) I-9

Do not bring me photocopies, scanned copies or email me the I-9 documents. Please note, **only original documentation may be used for the I-9 verification**. We cannot accept faxed or copied documents. Please do not send your original documents to us via the U.S. Postal Services.
4. Paycheck Routing Change Request form – Direct Deposit. (This is an on-line form and can be submitted on-line.)
  - a) log into CheckMarq
  - b) click on the Bursar Tab
  - c) click the “Sign up for Direct Deposit refunds or Student Payroll” link
  - d) enter the account and routing numbers

The University requires all employees to utilize the direct deposit method of obtaining their pay. You are encouraged to download the information and forms for this process at <http://www.marquette.edu/comptroller/forms.shtml>. You will have difficulties receiving your pay without the completion of this process.

5. International GA's\* – Work Authorization form (for International Students only, obtained from the Office of International Education [OIE])
  - Obtain your confirmation of on-campus employment eligibility prior to August 20th from OIE. The required form link is below:

(<http://www.marquette.edu/oie/documents/F1CampusEmployment.pdf>)

Students with questions about the process can visit

<http://www.marquette.edu/oie/f1oncampus.shtml> for instructions and information.

- Any students needing a Social Security Number can find this information at <http://www.marquette.edu/oie/socialsecurity.shtml>

**\*BOTH OF THESE ITEMS ARE SUBMITTED DIRECTLY TO THE OFFICE OF INTERNATIONAL EDUCATION.**

Pay: Most new GA hires will receive their first payroll in late August to early September. This is contingent upon the receipt date all paperwork and ability to get it submitted to the University in a timely manner. All GA's, regardless of their first pay date, will receive their full stipend award as long as they start their responsibilities and have completed documentation. Those GA's selected to start their award in January 2020 will submit their documents on January 6, 2020, which is the GA start date for spring 2020. Classes begin January 13<sup>th</sup>. The University will post the pay periods via the Payroll website.

New hires for spring 2020 should contact the GSM office and work with our Assistant, Connie or me directly to set up an appointment for January 6<sup>th</sup> to meet with me.

Please note, all documentation indicated are submitted to the **Graduate School of Management**. We cannot track documents sent to other university offices. Those hired at Marquette University for undergraduate positions or positions outside the GSM must resubmit this documentation as part of the GSM hire requirements.

This documentation is due within 24 hours of your start date. Ideally, you will bring all original documentation with you to the orientation. We will work with you to complete the necessary hire documents so you can start work on your hire date.

This is the link to the GSM's policies governing Graduate financial aid:  
<http://business.marquette.edu/academics/forms>.

Please read these policies. In addition to these policies, the Graduate School of Management has a **handbook** posted to this site. All GA's are expected to read both the Graduate Assistant Handbook, sign the appropriate form as well as the read the Rules and Guidelines. All GA's are responsible for the rules, policies, etc. provided in these documents.

If you feel an appointment is needed regarding either the GA appointment or for academic advising, contact the GSM office at 414-288-7145. Our assistant, Connie, will help you with the scheduling of an appointment.

Summary:

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|----------------------------------|---|
| FERPA form due to me:            | July 8, 2019  |
| Fall 2019 GA start date:         | August 19th   |
| GA Orientation for all students: | August 19th, 10:00 AM – 1:00 - includes submission off hire documents |
| Location:                        | David Straz Hall, College of Business Administration, rm. 265         |

**Completion of all hire documents as indicated in this email is required.**

Please contact me if you have questions. I look forward to working with you.



Cheryl Nelson  
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Graduate School of Management  
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