F-1/J-1 Graduate Assistant New Hire:

1. The hiring department will determine who they intend to hire and complete a Personnel Action Form (PAF) with all necessary signatures and necessary credentialing. The PAF must be routed through Graduate School with the attached award letter and tuition waiver form.
2. Request for background check (BGC) is submitted. HR recommends that this process begin at least one month before the semester starts. This allows time for the BGC and paperwork to be completed.
   [Request for Background Check](#)
3. HR then submits the request for a BGC to RedTail and an email is then sent to the potential employee for completion. Communication with your potential employee is vital to ensure they know to check their email for this process. Please share the [Redtail Information Sheet](#) with your new hire.
4. The potential employee must complete the BGC online in a timely manner to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days but could potentially take longer.
5. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department on the clearance.
   a. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed and if the start date needs to be updated.
6. The Graduate Assistant will report to International Student and Scholar Services (ISSS) for check-in upon arrival to the campus.
7. The Graduate Assistant will have their potential employer complete the On-Campus Employer Statement/DSO Certification Form which can be obtained in the ISSS office.
8. Student will bring the completed form back to the ISSS office and that office will assist the student with the application for a Social Security Card (SSC).
9. The Graduate Assistant will make an International Paperwork appointment with University Human Resources to complete new hire paperwork and taxes. [Make an Appointment](#)
10. The new hire will arrive at HR with the following documents:
    a. Social Security Card or receipt of an application for a Social Security Number if applicable
    b. I9 verification documents—
       i. Unexpired foreign passport
       ii. Most recent I-94
       iii. Unexpired employment authorization documents issued by USCIS (Form I-20 or DS 2019)
    c. Direct Deposit information
11. Once all paperwork has been submitted, HR will complete the data entry.
    Last step if the application for SSN was not necessary
12. The employee will receive a paper paycheck available for pick up at Human Resources each pay period until the employee has received their Social Security card and completed their hiring paperwork. Once the employee receives their SSN, they should schedule an International Paperwork appointment with HR and their SSN with them. [Make an Appointment.](#) At this stage, their direct deposit will be activated.