All GAs need to complete hiring paperwork at least once a year depending on your contract. Some forms can be completed in their entirety in DocuSign; other forms require you to print and submit in another manner. A summary list of the forms and how to submit each is available below; subsequent pages in this document describe each form in detail.

Submit electronically via DocuSign
- GA Contract + Addendum
- Hire Data Worksheet
- Nepotism Policy Agreement
- Ohio Ethics Law Acknowledgement
- Payroll Deduction Form

Submit in-person to Knowlton
- I-9/Employment Eligibility Verification

Submit electronically to knowlton@osu.edu
- FERPA (Family Educational Rights and Privacy Act of 1974) Training

Submit in-person to OSU HR (1590 N. High Street, Suite 300)
- OPERS Exemption Form (print and submit directly to OSU HR)
- Statement Concerning your Employment in a Job Not Covered by Social Security

Submit online after you are hired (Employee Self Service, http://my.osu.edu)
- Tax Form (W-4)
- Direct Deposit Form

Additional Requirements for International Students

Notes on your GA position

Your hire date is August 16, 2016, but typically students are expected to work from the first day of classes to the last day of finals for the semester. See the Academic Calendar for details.

Your supervisor will be notified of your assignment, and you should be in contact with him/her. You can find faculty and staff contact information on the Knowlton School website.

If your contract extends through spring semester, be aware that spring assignments are tentative and will be confirmed closer to the start of spring semester.

You will receive one-half month’s stipend at the end of August. GAs on a 9-month appointment will receive one-half month’s stipend in May.
Graduate Associate Appointment Document + Addendum

The Graduate Associate Appointment Document serves as your contract for your Graduate Associate Appointment. The addendum outlines the terms and benefits of the appointment. Sign the Appointment Document via DocuSign. This document will also be signed by the Section Head of your program.

Hire Data Worksheet

In this form, you will fill out personal information including address, emergency contact, etc. Please note the home address needs to be in the United States. Complete the form via DocuSign.

I-9 / Employment Eligibility Verification

This form is required by the U.S. Department of Homeland Security. Its purpose is to document verification of the identity and employment authorization of each new employee to work in the United States. In order to complete the I-9 you will need to bring in appropriate identification documents and fill out the form in person. This form must be completed by August 16 in order for you to work. Refer to the final page of the I-9 form for a list of acceptable identification documents. You are required to bring in the original copy of your document(s).

If you are a new employee at Knowlton, you must complete the I-9 form in person. Schedule an I-9 Completion appointment online at http://knowltonadvising.genbook.com; select the Graduate Students category to view this appointment type.

If you are currently still working in another position at OSU, it is your responsibility to ensure that you are terminated from that position by August 15.

If you worked in another department at OSU in the past year, you may fill out a new I-9 or you may ask your previous department to send Angela Beer your previous I-9 instead. If sending your previous I-9, email Angela Beer at beer.38@osu.edu and include your name, your previous OSU department name, dates of employment, and a confirmation that you will contact your previous department to send your I-9. Your previous department should mail documents to: Knowlton School Student Services office at 100 Knowlton Hall, 275 West Woodruff Ave. If you are having your previous I-9 sent, it is your responsibility to ensure that it is received by August 16. International students: If the documents provided for your previous I-9 are expired, you will need to bring in your identification documents to re-verify your eligibility prior to the expiration date of your documents.

If you worked at Knowlton last year as a GA or in another position, you do not need to complete another I-9 unless you are an international student and your documents which you used to fill out your previous I-9 have since expired. If this is the case, you will be contacted by the Knowlton Student Services office and required to bring in your updated documents for re-verification prior to the expiration date of your documents.

Nepotism Policy Acknowledgement

On this form, indicate whether or not you will be working with an immediate family member in your position at Knowlton. Complete the form via DocuSign.

Ohio Ethics Law Acknowledgement

Complete the form via DocuSign. A copy of the Ohio Ethics Law is available online at http://hr.osu.edu/public/documents/hrpubs/ethicscode.pdf?t=2014114144658%20. Note: Your Employing Unit is "Knowlton School of Architecture."
Payroll Deduction Form

This form outlines the payroll deduction plan which all GAs are enrolled in automatically. All students are required to pay their tuition (general, instructional, and non-resident fees-if applicable) by the tuition and fee payment deadline, which is August 16 for Autumn Semester 2016. The GA position covers half of the tuition for 25% GAs and full tuition for 50% GAs. If you are a 25% GA, you must pay the other half of your tuition by the deadline. Note that the GA tuition benefit will not post to your account until you enroll in the appropriate number of credit hours. (See the Knowlton School website for details). The total of your remaining fees will be added up and taken out of your paycheck as a payroll deduction. This amount will show on your statement of account as a pending payroll deduction credit. If you pay for these fees up front, you will be refunded for the amount and it will be taken out of your paycheck. After your tuition is paid, your balance should be zero. See the form for details and a schedule of deductions.

The only circumstance when a GA would not be enrolled in the payroll deduction plan is when a student’s monthly deduction would be higher than their monthly paycheck. This exception rarely occurs and typically only happens when the GA is on a 25% appointment and is enrolled in OSU health insurance for a spouse or dependent.

All students should pay close attention to your statement of account to ensure that you meet your payment responsibilities on time. If you have any questions about your account, you should contact the Student Services Center. If your GA financial aid has not posted within 1 week of the payment deadline, contact the Knowlton School Student Services office.

Sign this form via DocuSign. Note: your Appointing Unit is “Knowlton School of Architecture” and your OSU Employee ID Number is your OSU Student ID (shorter number on your BuckID).

OPERS Exemption Form

All OSU staff and students are automatically enrolled in the Ohio Public Employees Retirement System (OPERS). As a GA, you are given the option to request exemption from this benefit. If you wish to opt out of the retirement plan, you must fill out the Request for Optional Exemption form and your exemption request must be approved by OPERS. If you do not submit this form, you will automatically be enrolled in OPERS and you will see a portion of your monthly paycheck taken out to contribute towards OPERS. The exemption remains valid as long as you continue to be employed and enrolled in classes at OSU. If you were previously exempt and do not meet the 12 month break requirement, your previous selection remains valid. You must have a 12 month break in service to make any changes to a previous exemption or defaulted enrollment.

If you choose to opt out of enrollment in OPERS, you must print this form from DocuSign and submit it to the OSU HR office located at Suite 300, 1590 N. High St. (within 30 days of your hire date August 16, 2016).

Statement Concerning Your Employment in a Job Not Covered by Social Security Form

This form alerts you to the fact that your earnings from this job are not covered under Social Security. Print this form from DocuSign and submit it to the OSU HR office (Suite 300, 1590 N. High St.)

FERPA (Family Educational Rights and Privacy Act of 1974) Training

You must complete FERPA Training (Family Educational Rights and Privacy Act of 1974). Since you will have access to student data, it is important that you know the federal laws concerning data protection. The training is online through Carmen (Instructions for Enrolling in the FERPA Training) and will take approximately 30 minutes. If you were a GA last year and have already provided proof of your FERPA training, you are not required to complete it again. Once you complete the training, you will receive an email confirmation. Forward the confirmation to knowlton@osu.edu by August 16.

Teaching Orientation @ Ohio State (University Center for the Advancement of Teaching)
Knowlton School | Graduate Associate (GA) Paperwork Instructions

This annual event has been designed specifically for new Ohio State Graduate Teaching Associates (GTAs), to reduce anxieties, provide some techniques and strategies for effective teaching, and suggest resources for further assistance. Sponsored by the University Center for the Advancement of Teaching, [UCAT](http://ucat.osu.edu) assists faculty members, instructors, and Graduate Teaching Associates in becoming the finest teachers they wish to be. Sessions are available from Tuesday, August 16, through Thursday, August 18. Details and registration information can be found at [http://ucat.osu.edu/ucat-events/teaching-orientation/](http://ucat.osu.edu/ucat-events/teaching-orientation/). Recommended for all GTAs and highly encouraged for new GTAs.

**Tax Form W-4**

You will not be able to fill out the W-4 until you are officially hired in the system; you will receive an email notification of your hire. Go to [https://my.osu.edu/](https://my.osu.edu/) and log in to the Employee Self-Service portal (link on the right of the screen) to fill out your W-4. You will receive your first paycheck at the end of August, so you should fill out your W-4 early. If you are a returning OSU employee, you may update your W-4 if you wish to change any of your previous selections.

**Direct Deposit Form**

You will not be able to complete your direct deposit form until you are officially hired in the system; you will receive an email notification of your hire. If you wish to enroll in direct deposit, go to [https://my.osu.edu/](https://my.osu.edu/) and log in to the Employee Self-Service portal (link on the right of the screen). If you do not enroll in direct deposit, your paycheck will be mailed to the address listed in your record. Depending on the timeline, your first paycheck may be mailed to you. Be sure that your address information is up to date. If you are a returning OSU employee who previously enrolled in direct deposit, please check your Employee Self Service account to ensure that your direct deposit information is still accurate.

**International Students: Social Security Request Form**

If you are an international student and you do not have a social security number, you will be required to apply for one. See the Office of International Affairs website: [http://oia.osu.edu/pdf/SocialSecurityRequestForm.pdf](http://oia.osu.edu/pdf/SocialSecurityRequestForm.pdf) for details on this process. Knowlton will email your employment verification letter to you shortly after you complete your I-9 paperwork (Section 1 on the form). You will then need to take the form to an Immigration Coordinator at the Office of International Affairs (Section 2 on the form) before proceeding.

**Resources**

- Section IX of the Graduate School Handbook: [http://www.gradsch.osu.edu/graduate-associates.html](http://www.gradsch.osu.edu/graduate-associates.html)
- Employee Self-Service: [http://eprofile.osu.edu/](http://eprofile.osu.edu/)
- Payroll Services: [http://controller.osu.edu/pay/pay-home.shtm](http://controller.osu.edu/pay/pay-home.shtm)
- Tuition and Fee Tables: [http://registrar.osu.edu/FeeTables/MainFeeTables.asp](http://registrar.osu.edu/FeeTables/MainFeeTables.asp) (see Graduate Engineering and Architecture)