GRADUATE ASSISTANT (GRA, GSA, GTA) EMPLOYMENT CHECKLIST

Start Date: First day of a Pay Period (Sunday). All new employees must be in "Hired" status within WuHire and complete onboarding to include the I-9 form before any employee can begin work.

Pay: Salary

Background Check Required: Yes; please review the [Background Checks website](#) for further information.

Length of Work Assignment: One Semester. Please review [Appointment & ePAF Dates](#) for acceptable start and end dates.

Remote Hire: [Remote Work Requests](#) are required by the University if:
- Regular Remote Work (as defined on the Remote Work Guidance webpage) is performed at an Alternate Work Location outside the state of Kansas.
- Remote Work is being performed internationally; or
- The Employee is on an H-1B visa, and the Alternate Work Location is different than the Assigned Work Site approved on the H-1B visa application.

If any of the conditions above apply, a remote work request must be approved prior to commencing employment.

Additional Resources:
- [Non-Benefit Eligible Hiring Type Grid](#)
- [Payroll Schedule](#)
- [Offer and Onboarding Calendar](#)
- [Remote Work Guidance](#)