

Process for Hiring a Graduate/Research Assistant

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Below is the general process to be followed when hiring a graduate assistant, research assistant, or teaching assistant. For questions regarding processing other types of funded student employment, please contact the HR Administrator.

Hiring Process

1. Prior to submitting an offer letter for the purpose of hiring a Graduate or Research Assistant, contact the HR Administrator to:
 - Confirm appropriate start and end dates based on University pay periods
 - Discuss appropriate stipend payment amounts, if necessary
 - Confirm funding with Business Office (Julie Poole)
 - Receive approval of the draft offer letter
2. Once a student has accepted an Assistantship, complete the following steps:
 - Provide a copy of the signed offer letter to the HR Administrator
 - Provide completed [CHS Payroll Request form](#) to the HR Administrator
 - Submit the [Graduate Student Academic Staff \(GSAS\) Notice of Appointment form](#) in myUK
To be completed by DGS or representative
GSAS form must be completed PRIOR to the beginning of the semester
3. The following items will be coordinated with the student by the HR Administrator if required:
 - UK employment application
 - Successful completion of pre-employment screening
 - New hire paperwork

Offer Letter

When creating an Assistantship offer letter, please refer to the template letter (below). You may edit the letter as needed to include specific information about program requirements, but the following items are required:

- Start and End dates (to be confirmed in advance with the HR Administrator)
- Annual Stipend Amount (paid in biweekly installments)
- Academic expectations of the assistantship (i.e. required course load, satisfactory progress, etc.)
- Pre-Employment Screening verbiage
- Orientation requirements (if applicable)

Resources

Graduate School Request Form

GSAS Directions

Offer Letter Template