GRADUATE SCHOOL SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Graduate Assistant Training – Contract Resources

Kuali Build

Resource & Hyperlink	Description	QR Code
Kuali Build	Kuali Build home page that can be used to access all Kuali Build forms, including prior submissions, saved drafts, and action list to approve forms	
GA Contract	GA contract form	
GA Timesheet	Online timesheet for GA to record time and submit to supervisor	

Graduate School Websites

Resource & Hyperlink	Description	QR Code
Hiring Unit Resources	Compilation of resources for contract submitters and supervisors on GA hiring	
Sample I9 – Domestic	Sample I9 to use as a guide when completing an I9 with a domestic student.	
Sample I9 – International	Sample I9 to use as a guide when completing an I9 with an international student.	

graduateschool@siue.edu 618-650-3010

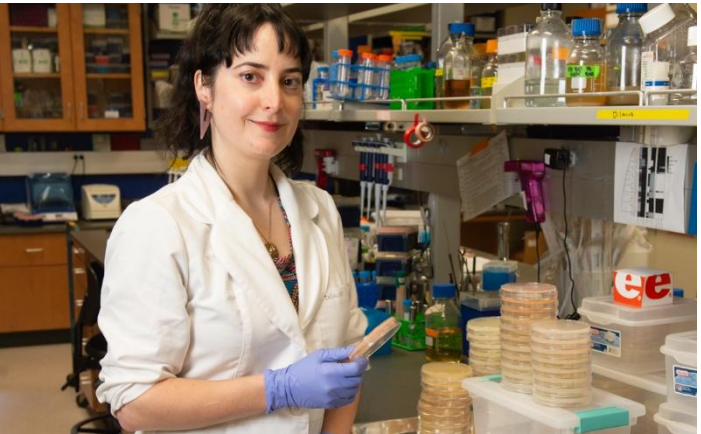
Orientation for GA Hiring	Brief online orientation for GA contract submitters and supervisors new to the GA hiring process	
GA Handbook	Policies and procedures related to GA responsibilities, benefits, and requirements	
Employment Verifications	Information for current or former GAs on obtaining verification of employment from the Graduate School	

Other Resources

Resource & Hyperlink	Description	QR Code
Human Resources File Drop	Electronic, secure site to use to send completed W4's to Human Resources. Choose Document "W4" and Payroll "SM" when submitting the form	

GRADUATE SCHOOL

Graduate Assistant Training for Contract Submitters



SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Introductions

Christina McGuiggan, Office Administrator

Graduate Assistant Contracts, Tuition Waiver Processing

Jill Smucker, Director of Graduate Education

Requests for Exceptions, GA Challenges or Concerns

GA Hiring Process: Overview of GA Hiring Steps

Initiation and Approval
GA hiring starts after a unit receives approval for a graduate assistant position (See the GA contract form for GA positions that are exempt from a separate SPA approval form)

Job Posting and Interviews
The hiring unit posts the position on the GA job posting page, conducts interviews, and offers a graduate student(s) the position.

Contract Submission and Review
Contracts are submitted for selected candidate(s) via Kuali Build and reviewed for eligibility and contract terms by the Graduate School.

Final Approval and Payroll
Approved contracts are added to payroll and tuition waivers sent to Financial Aid.
***NOTE: Students who are not enrolled yet will not have a waiver sent to Financial Aid until they are enrolled.*

Completed GA Contract Example

Basic Information

This section will be viewed by the student.

Document #	Effective Date *	End Date *
0001	08/16/2025	05/15/2026

Student 800# *	Student First Name
800620461	Christina
	Student Last Name
	McGuiggan
	Username
	cmcguig

Hiring Unit *	Home Organization Number *	Is the student a Co-op PhD student? *
Graduate Studies and Research (74500)	653760	○ Yes ◉ No

Position Details

This section will be viewed by the student.

Assistantship Category

Indicate the expected percentage of the student's total time that will be spent on each category of work. For example, a 50% graduate assistant that is spending 10 hours a week helping an instructor in a course and 10 hours a week researching in a lab would be marked 50% TA and 50% RA.

PERCENTAGES MUST ADD UP TO 100%

The information you include here will be used to determine the student's overall position category. Their overall position category will be based on which category the majority of their job duties fall under with teaching and research having priority over general. **This has tax implications for the student so make sure to read the description/help text for each category when making your choices.**

WARNING: Tuition waivers for students who spend more than 50% of their time as a general assistant will be reported as non-cash taxable wages in excess of $5250. These non-cash wages are subject to tax withholding by the IRS for students whose positions are not specifically classified as "research" or "teaching".

Teaching *	Research *	General *	TOTAL *
0	0	100	**100**

Supervisor *	Appointment Percentage *	Semi-monthly Stipend *
Jill Smucker	50	See the GA Hiring Unit Resources page for minimum GA stipends. $1,000,000.00

Job Duties *

Process GA contracts, manage/create Kuali Build GA processes, Dean calendar, shared governance support

SIUE Directory Info

Box# *	Building Code and Room # *	Phone # *
1234	RH 1200	i.e. 650-1234 650-3100

Completed GA Contract Example (cont.)

New Hire/Re-hire Funding Details

Position Funding #1 * 111111	Percent * 100
Position Funding #2	Percent
Position Funding #3	Percent
Position Funding #4	Percent

How many total approvers does the position require? *

- (●) 2
- ( ) 3
- ( ) 4
- ( ) 5

Fiscal Officer * Jill Smucker (jsmucke@siue.edu) ×	Is the person that you designated as the fiscal officer the delegate or proxy for the actual fiscal officer? * ( ) Yes (●) No
Approver #2 * Elizabeth Cali (ecali@siue.edu) ×	Is the person that you designated as Approver #2 the delegate or proxy for the actual approver? * ( ) Yes (●) No

I-9 Education: I-9 Completion and Review

Form Completion Requirements

Both student and department representative must complete and sign and date their sections on or before the first date of the contract. *Document review must be done in person.*

Document Verification for International Students

International students must list foreign passport, Visa, I-94, and I-20 documents in Section 2 List A. Reference the sample I9 on the GA Hiring Unit Resources page for additional help.

Submission and Approval Process

I-9 forms must be uploaded securely via the file drop link and approved promptly in Kuali Build system.

Training and Error Review

Collaborate with your table to identify the errors on the sample I9's. Each I9 is for a student whose 1st day of employment is 08/16/2025.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Case	Justin	R	

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
102 Union Drive	N/A	Edwardsville	IL	62026

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
09/01/1998		juscase@siue.edu	(618) 111-1111

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States (See Instructions.)
- ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)
- ☒ 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any) 12/31/2026

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
				Australia RA0123123

Signature of Employee	Today's Date (mm/dd/yyyy)
Justin Case	08/25/2023

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	Foreign Passport				
Issuing Authority	Australia				
Document Number (if any)	RA0123123				
Expiration Date (if any)	06/30/2025				
Document Title 2 (if any)	I-94				
Issuing Authority	U. S. Customs and Border Protection				
Document Number (if any)	12345678-A1				
Expiration Date (if any)	N/A				
Document Title 3 (if any)	I-20				
Issuing Authority	Dept. of Homeland Security				
Document Number (if any)	N0001234567				
Expiration Date (if any)	12/31/2026				

Additional Information

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy):
09/01/2023

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Bailey, Rhonda Office Support Specialist	Rhonda Bailey	08/25/2023

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
SIUE	#6 Hairpin Drive, Edwardsville, IL 62026

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4

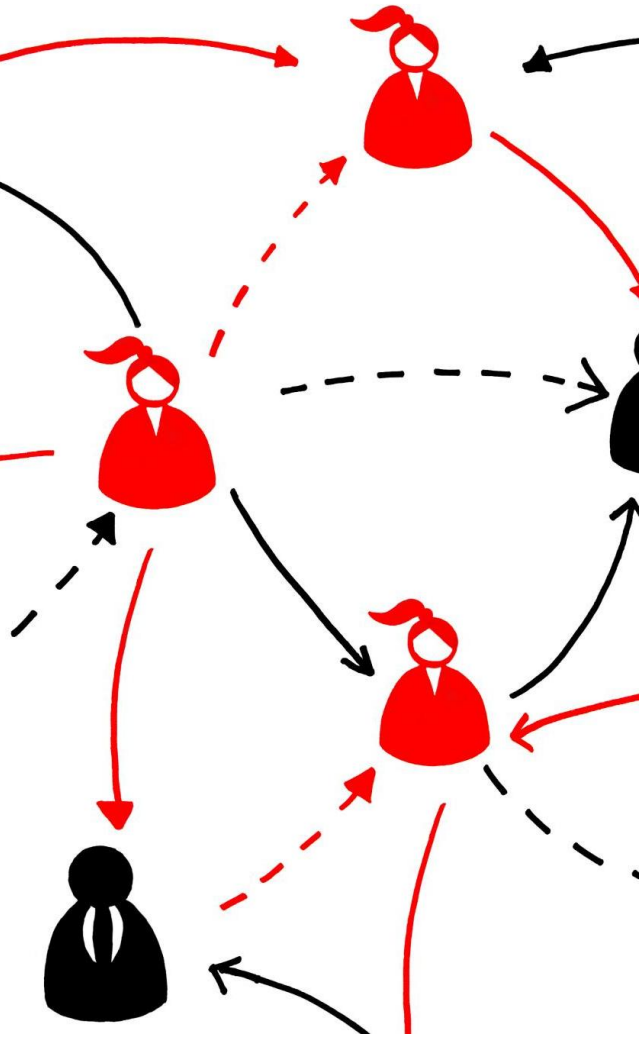
I-9 Education: I-9 Completion Exercise

Training and Error Review

Collaborate with your table to identify the errors on the sample I9's. Each I9 is for a student whose 1st day of employment is 08/16/2025.

Check the sample I9 your table is given
Discuss with your table what is incorrect or missing on the form
Each I9 is for a student whose 1st day of employment is 08/16/2025
NOTE: Graduate School I9 practices have updated to include reviewing most recent I9 on re-hires.
TIP: You will receive a notification immediately after your contract is reviewed if the contract requires an I9. Please take it seriously!

GA Communications: Handling Common GA Communication Scenarios



Employment Verification Requests
The Graduate School is responsible for handling employment verification requests from current or former GAs promptly and accurately.

Tuition Waiver Coordination
Tuition waiver questions can be sent directly to cmcguig@siue.edu.

W4 Form Submission
W4 tax forms should be submitted directly to Human Resources via their online file drop system to ensure proper processing and avoid delays.

Guidance for International Students
Determining the appropriate contact—Graduate School, HR, or ISSS—depends on the nature of the international student's inquiry.

Termination Policies: GA Contract Termination Guidelines

When to Submit A Termination Form

Termination forms are required if a GA's payroll record needs to end before the contract end date that was entered on their original contract.

Examples of Termination Reasons

Termination can be due to: personal issues that prevent a student from working, withdrawals, incorrect termination dates, or terminations due to performance concerns (*see the Employee and Supervisor Relations section of the GA Handbook for guidance on addressing performance concerns*).

The termination form should be submitted as soon as possible to allow for removal from payroll before a GA is overpaid.

No Form Needed at Contract End

If a student reaches their contract end date, no termination form is necessary.

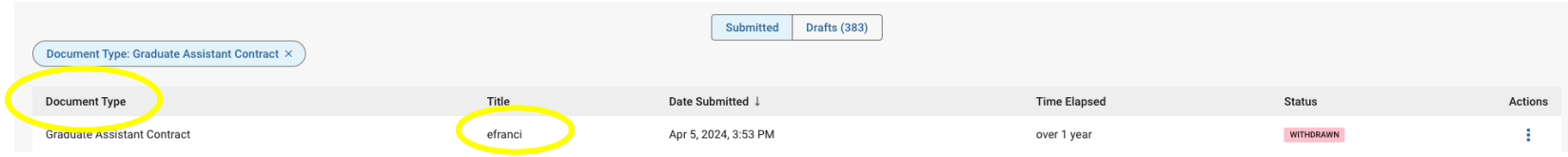
Compliance Evaluation

All termination forms are checked against GA Handbook regulations to ensure institutional compliance.

How to Check a GA's Termination Date

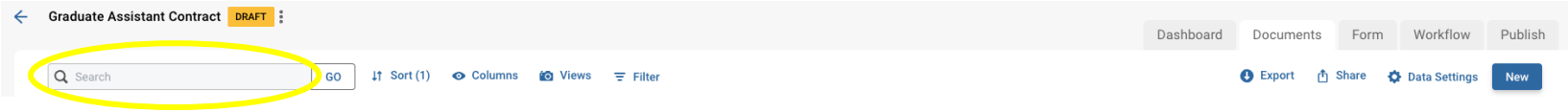
Contract Submitters

Login to Kuali Build → Click "My Documents" on the top of the main page → You can sort by "Document Type". The student eID will populate in the title column.



Contract Approvers

Login to Kuali Build → Search "Graduate Assistant Contract" → Search by 800#, name, budget purpose number or other details of forms you are routed to approve



GA Challenges and Solutions: Addressing Common GA Issues

Managing Extended Leaves
Supervisor should discuss early contract termination or unpaid leave if a GA requires extended leave during their contract period.

Handling Absenteeism and Performance
Supervisor should follow GA handbook procedures on performance concerns and contact the Graduate School when appropriate.

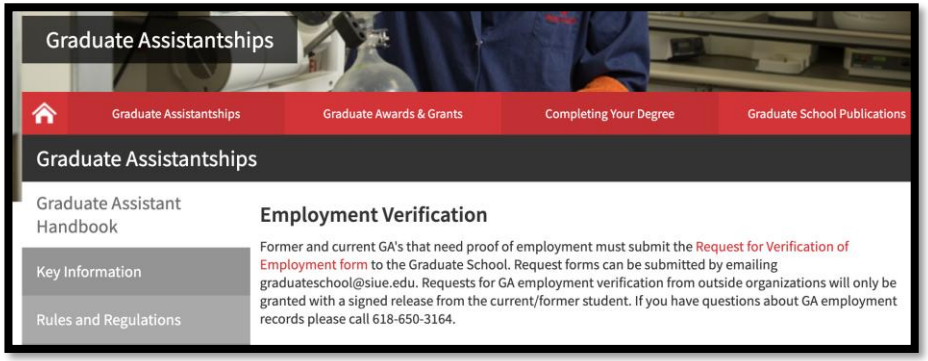
Alternate Approval Procedures
Contact designated personnel to find alternate approval methods when approvers are unavailable.

Wrap-Up and Resources

This contract is authorized in conjunction with the SPA process because: *

- (●) it is exempt from SPA approval.
- ( ) it has SPA approval- either through an allotment or SPA approval code.

Contract Submitters	Sample International GA I9
Contract Submitters	Sample Domestic GA I9



GA Funding Exempt From SPA
See the GA contract form for GA positions that are exempt from a separate SPA approval form.

I-9 Form Guidance
Sample I-9 forms are available online, for both domestic and international students

Employment Verifications
The Graduate School manages employment verifications for current and former Graduate Assistants.

Key Resources
The GA Handbook, Hiring Unit Resources, and Orientation provide essential guidance on policies and contract management.

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Thank You!

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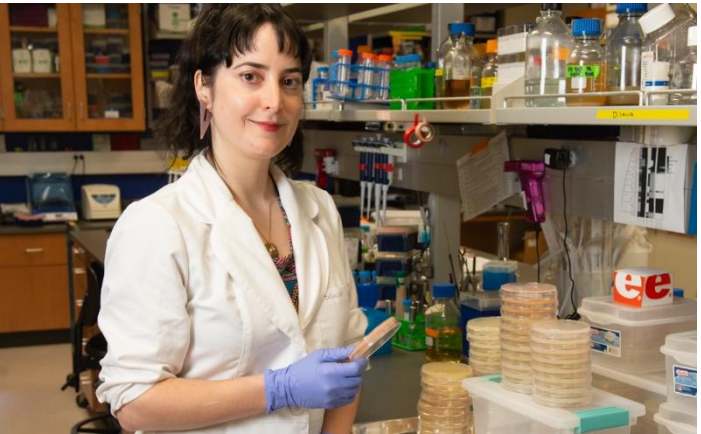

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Policies & Processes

Adhering to the GA Contract

- Start & end dates of work
- Job duties
- Average hours per week

When SIUE is Closed

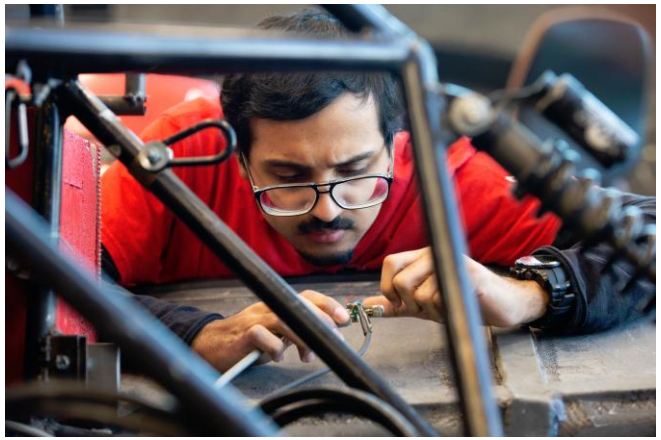
- GAs are granted same holidays/time off during closures without needing to make up hours
- If nature of job requires work during Univ closure, comp hours given during other periods

Policies & Processes : Paid Leave

- **Sick leave**: 4 hours/month for 50% appointment; 2 hours/month for 25% (not accruable)
- **Bereavement leave**: up to 3 workdays of paid leave for funeral of immediate family/in-laws/grandparents; up to 1 workday for other relative
- **Pregnancy/Parenting Leave**: Up to 12 weeks unpaid with tuition waiver honored; reach out to EOA Office for assistance

When GAs Need Schedule Modifications

- Time off beyond paid leave options – come to a written agreement immediately about when hours will be made up (ideally within one month)
- Extended absence can be managed by putting GA on unpaid leave (rare but sometimes necessary)
  - Executed via GA contract to place on leave & return from leave; creates break in payroll



Policies & Processes: Timesheets & Work Time

Timesheets are Required!

- To record work time and any paid leave
- Can utilize electronic or print version (both on GA Forms website)
- Completed by GA, reviewed by supervisor, retained in hiring unit

What Counts as "Work Time?"

- Job training, including workshops/special events they are asked to attend
- Prep time & grading for TAs
- If significant or overnight travel is involved, use actual hours worked (not a 24-hour workday)

Policies & Processes: Performance Concerns

If serious concern related to potential violation of Student Conduct Code, research/academic misconduct, violence, sexual harassment, illegal activity, etc. contact the Grad School and other appropriate offices immediately.

For more minor concerns:

- Have a verbal conversation as soon as possible to discuss expectations. Send summary in **writing** to all parties.

- If continues – have a follow-up conversation with **written** warning. Identify remedies & deadline for resolution to avoid termination. Include Director/Chair.
- If still not addressed satisfactorily – can lead to termination. Include Grad School to discuss.

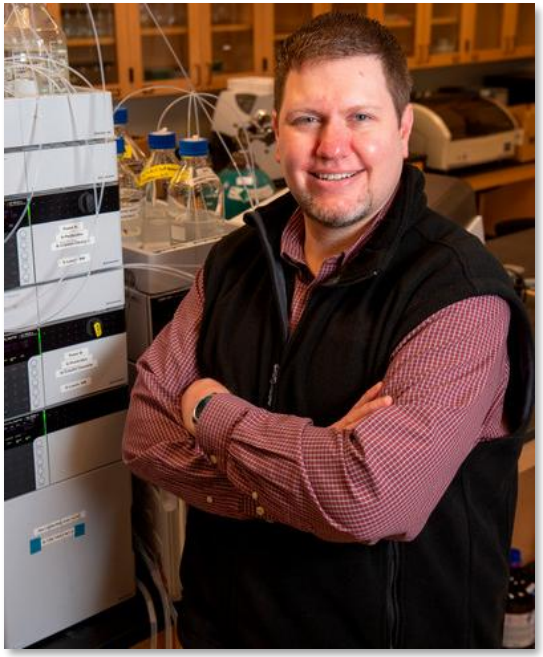
Training & Onboarding Best Practices

- Early & ongoing training in multiple modalities (written materials, verbal instructions, shadowing others)
- Establish open line of communication & discuss preferred contact methods
- Clarify expectations for responsibilities, work schedule, and how to address the unexpected
- Be approachable and responsive
- Provide opportunities to give & receive feedback early and often (standing check-in meetings, project updates, etc.)

Panel Discussion on GA Supervision

Natalie Rosales-Hawkins

Associate Director of Campus Recreation



Kevin Tucker

Associate Professor of Chemistry

Ryan Fries

Professor of Civil Engineering