

Graduate Assistantship HR Guidelines



The
University
of Akron

I-9 Appointments

- I-9 verifications are required for all new hire Graduate Assistants.
- Original documents are **required**. Copies will not be accepted.
- I-9 verification must be completed within 3 days of the hire date.
- Period Activity Pay will not be submitted until I-9 is completed.
- **GA's are not permitted to work without proper verification within appropriate time frame.**

If you are unsure of the status of your I-9 verification please see me or contact me after orientation.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|----|--|-----|---|
| <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-796) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | <ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record | | <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/m-274-central.</p> <p>The Form I-796, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p> |
| <p>Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p> | | | | |
| <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. | OR | <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. | | <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document. |

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

Graduate Assistantship Hours

- 1. Full-time** graduate assistantship hours are capped at maximum of 20 hours per week.
- 2. Part -time** graduate assistantship hours are up to 10 hours per week.
 - Part time GA's are permitted to have additional GA assignments simultaneously; however total hours worked between the GA assignment, and the additional assignment may not exceed 20 hours per week.
 - GA's are not permitted to have a staff job during the Assistantship assignment.



Graduate Assistantship Payments

- Graduate Assistants are paid via **Period Activity Pay (PAP)** and are notified of the stipend amount through approving the GA agreement/ offer letter.
- Reasonable supplementing (pay adjustment) of a full-time graduate assistant stipend is permitted for:

An additional payment for a one-time, short- term activity that requires additional commitment from the GA, or An additional payment for an assignment that requires an advanced skill set that significantly exceeds the current duties assigned.

- During a given contract period, the total of all additional payments **may not exceed 10% of the contract period stipend.**
- All payment adjustments must be reasonable and **cannot be used to bypass the 20-hour work week policy.**



Offer Letter

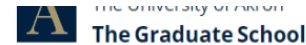
1. Offer letter includes the following details you should make sure are correct **prior to approving**:

Employee ID, Email Address, Employment Action, Name, Student Type, Student Level, Contract Start & End Dates, Weekly service hours, Department, Assistantship Type, and Full Stipend Amount.

2. Agreements should be approved via TEAMS-Approvals or via email.

3. Depending on your college/ department, they may give you a letter of intent that is different from the offer letter provided by HR. (That's okay! Double confirm the information with the department and proceed as needed)

The offer letter, however, is your official contract with UA.



Graduate Assistant Appointment & Acceptance Agreement

| Employee Information | |
|--|--|
| Employee ID: | |
| Email: | |
| Employment Action: | Reappointment |
| Employee Name: | |
| Student Type: | International |
| Student Level: | Doctoral Student |
| Contract Start Date: | 8/25/2025 |
| Contract End Date: | 5/17/2026 |
| Weekly Service Hours: | 20 |
| Department: | |
| Assistantship Type: | Teaching Assistant |
| Full Stipend Amount: | \$15,000 |
| Funding Source: | Graduate School Funded |
| Grant Type (If Applicable): | [vGrantType] |
| Tuition Waiver: | Yes |
| Tuition Waiver Amount (If Provided): | \$8,325 |
| Graduate Assistant Duties: | TA: course assignment or course support duties assigned. |
| Offer Approval | |
| Manager Name: | L |
| Manager Approval: | Approve |
| Manager Approval Date: | 8/5/2025 |
| Appointing Authority/Designee Name: | |
| Appointing Authority/Designee Approval: | Approve |
| Appointing Authority/Designee Approval Date: | 8/5/2025 |
| Student Approval: | Approve |
| Student Approval Date: | 8/18/2025 |



Offer Letter Corrections



The University of Akron
The Graduate School

Graduate Assistant Appointment & Acceptance Agreement

1. If corrections are needed during the agreement process, do not sign your agreement.
 - **Select 'Reject'** and include a detailed comment of what needs to be changed.
 - Your department will issue you a new letter with the corrections.
2. If a correction to the agreement is made by the department (after the fact), they will notify you of the changes, in which you will need to reapprove.
 - **Initial the agreement on the student signature line, add the reapproval date-** Once done, send back to your department.

| Employee Information | |
|--|---|
| Employee ID: | |
| Email: | |
| Employment Action: | Reappointment |
| Employee Name: | |
| Student Type: | International |
| Student Level: | Doctoral Student |
| Contract Start Date: | 8/25/2025 |
| Contract End Date: | 5/17/2026 8/24/2026 HPM |
| Weekly Service Hours: | 20 |
| Department: | |
| Assistantship Type: | Teaching Assistant |
| Full Stipend Amount: | \$15,000 \$17,000.00 HPM |
| Funding Source: | Graduate School Funded |
| Grant Type (If Applicable): | [vGrantType] |
| Tuition Waiver: | Yes |
| Tuition Waiver Amount (If Provided): | \$8,325 |
| Graduate Assistant Duties: | TA: course assignment or course support duties assigned. Agreement corrected and stipend amount increased 8/15/25 HPM |
| Offer Approval | |
| Manager Name: | Manager |
| Manager Approval: | Approve |
| Manager Approval Date: | 8/5/2025 |
| Appointing Authority/Designee Name: | Appointing Authority |
| Appointing Authority/Designee Approval: | Approve |
| Appointing Authority/Designee Approval Date: | 8/5/2025 |
| Student Approval: | Approve ✓ |
| Student Approval Date: | 8/18/2025 ✗ |

Additional Requirements

Compliance Requirements

- Social Security Numbers are required for all Student Workers; If a student does not have a SSN, they will need to contact the International Office for further assistance.

Payroll Information

- No more paper checks; Students will need Direct Deposit in order to be paid.
- Retirement Information: New hire GA's are automatically enrolled in OPERS. Should they wish to OPT out, they must do so within 30 days of hire date.

Students should contact Payroll if they have any questions or concerns about direct deposit or OPERS.

Upcoming Changes: New Graduate Assistant Process

- Effective October 1 for spring semester, there will be a new process for Graduate Assistant Hiring, Reappointing or Adding a different/ additional job.
- Agreements will be fully generated in Workday.
- **Students will need to review their Workday inbox in order to acknowledge their new agreements.**
- **Students MUST use the Workday system to apply for additional assignments. *Do not use your personal email accounts.**



Human Resources Contact Information

For questions about:

- GA Contracts & Assistantships
- Onboarding Questions

School of Graduate Studies/ Department
Primary Contact: Danielle Ester
dester@uakron.edu

Secondary Contact: Danyelle Conner
dconner@uakron.edu

- Payroll

Kyle Beuler
kbreuler@uakron.edu

- International Center

Nicola Kille, Jung Shin, Charva Jackson
immigration@uakron.edu

Questions?