UVM Graduate College
Administrators Hiring Graduate Students Checklist

☐ Student has received official offer of Admission from the **Graduate College** (GC).

☐ Student has returned Admissions Acceptance Form to Graduate Admissions and is made an active student in the Banner database.

☐ Department/Program plans for funding and/or submits requests to GC if it is a Graduate College Fellowship or Opportunity Fellowship (See GC Calendar each year for due dates).

☐ Funding letter is created, sent and accepted by student; if tuition scholarship is requested that support is only guaranteed if co-signed by the GC Director of Admissions.

☐ Graduate College funding worksheet is updated and/or notice is sent to GC regarding funding changes.

☐ Welcome information is sent to student including **Human Resource Services** (HRS) forms (and/or links to forms) including W-4, VT W-4, Direct Deposit and Employee Information Form.

☐ Completed HRS forms are returned to Department/Program by student

☐ Hiring package is submitted to the Graduate College including:

- ○ Personnel Action (PA) form
- ○ Distribution Form
- ○ W-4
- ○ VT W-4
- ○ Employee Information Form

☐ I-9 form is completed within three days of student's employment start date.

☐ I-9 form is returned to HRS.

Please note: HRS will accept hiring packages for payroll with everything except the I-9. Checks will not be released to the student until the I-9 form is completed. Federal regulations require this to be completed within three days of employee's starting date.