



Dear Graduate Assistant:

Attached is your GA Acceptance Letter. Please remit the signed copy directly to me via email. I will send your department a copy. **It is crucial that I receive your signed copy.**

**Below is a list of forms (located at <http://www.southalabama.edu/departments/financialaffairs/payroll/forms.html>) that you will need to fill out and remit to the Payroll office. If you have trouble printing any forms, the Payroll office will have hard copies available.**

- ✓ **ALL (New and Renewing) GA's** must fill out the I-9 form (computer stations available in Payroll to submit this information electronically).
- ✓ **New GA's** must fill out a direct deposit form.
- ✓ **New GA's** must fill out a W4 federal tax form.
- ✓ **New GA's** must fill out an Alabama A4 tax form.

**For your review:**

- ✓ It is the responsibility of **ALL GA's** to be familiar with and abide by the **Policy & Procedures for Graduate Assistants**, located at <http://www.southalabama.edu/colleges/graduateschool/information.html>
- ✓ GA's whose **work duties** are **less than 50%** devoted to research and teaching will have their **tuition** funding **taxed** due to **federal government regulations**. See the above policy document for further details.

**Directions:**

The **Payroll office** is located at 650 Clinic Drive, USA Tech & Research Park III, Ste. 1300. Once you have submitted your I-9 (stations are provided in Payroll for you to submit your I-9 information electronically), Payroll will give you a green receipt. **The green receipt must be taken to your department.**

If you are receiving a GA letter for a new semester or new academic year (Renewing GA), you must complete this step, regardless of having done this process previously, as per federal government regulations. The only exception is for renewing GA's is if your dates of service are continuous with no breaks.

A **campus map** is at <http://www.southalabama.edu/usamaps/campusmap.pdf>

**Please complete these steps as quickly as possible so that there is not a delay in issuing your paycheck.** Be aware that it takes time to activate your information into the payroll system and if your documentation is not presented far enough in advance, you will not get paid for the first eligible pay period. However, your pay from this period will be included in the next eligible pay period. If you have any questions, please feel free to contact me.

Regards,

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