

Hiring Guidelines

Teaching Assistants and Research Assistants

Undergraduate Classes – Robert Herbst, Program Director, Rosenwald 229C

Graduate Classes Julie Less, Program Director, Rosenwald 203

TEACHING ASSISTANTS

Procedure

1. **Student Employment Request Forms** are available from Program Directors and at <http://economics.uchicago.edu/graduate/forms.shtml>
2. Fill in Section I and III
3. Section IV – Signature is Required
4. Section V – Signature is Required

Completed and Signed Forms are turned in to: Barbara Synos, Payroll Coordinator
Rosenwald 224

RESEARCH ASSISTANTS

Procedure

1. **Student Employment Request Forms** are available from Program Directors and at <http://economics.uchicago.edu/graduate/forms.shtml>
2. Fill in Section I and II. The Professor's Secretary will be able to assist you with this information.
3. Section IV – Signature is Required
4. Section V – Signature is Required

Completed and Signed Forms are turned in to: Barbara Synos, Payroll Coordinator
Rosenwald 224

NEW EMPLOYEES

All new Teaching Assistants and Research Assistants **MUST** bring their **Student Employment Request** to the Payroll Coordinator within **3 days** of the start of the Quarter or the listed **Job Begin Date**. Returning TA's are requested to follow that same guideline.

Payroll Information

Students will be asked to fill out an Information Sheet along with required Payroll Documents and Tax Forms. So that you are prepared and have the appropriate means of identification, please go to www.uscis.gov/files/form/i-9.pdf. A list of acceptable documents is provided for both US Citizens and Aliens.

Non-Resident Aliens

A brief summary of the documents you will need to provide are: Passport, Visa, I-94, I-20 or DS2019 and Social Security Number. If you do not have a Social Security Number, you will be provided with information on how to obtain one. Social Security Numbers are required.