

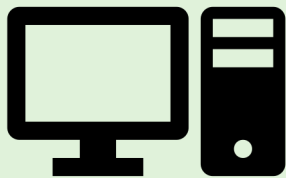
# How to Submit a Graduate Assistant Hire Request



**1. First, Review the Payroll Classification of Graduate Assistants policy:**

[Payroll Classification of Graduate Assistants policy](#)

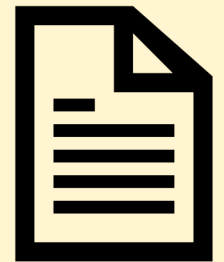
**2. Consult your Business Officer or URA if grant funded.**



**3. For grad students in academic assistantships, contact your GPD who will update the Tuition and Stipend Award Data Collection Spreadsheet in Box.**

**4. For those graduate student positions not connected to an academic assistantship, use this GA Hire form:**

[Hire Request Form](#)



## Questions?

Contact your HCM Specialist or  
[Student\\_Employment@baylor.edu](mailto:Student_Employment@baylor.edu)

