

## FOR NEW GAS & NON-UNITED STATES CITIZENS

# Graduate Assistants



### STEPS TO FOLLOW TO COMPLETE YOUR HIRING PROCESS AS A GRADUATE ASSISTANT (GAs)

If you've been offered a graduate research assistant position for the upcoming quarter, you will be contacted to come to the Graduate Programs Office and sign a contingency offer letter. If you're a **NEW HIRE**, you will have to do the following to complete your hiring process. This particularly includes those that need a social security number. Failure to do this will result in NOT BEING ABLE TO WORK for the upcoming quarter.

1. Come to the **CBPA Graduate Office in JB-283** to sign an **offer letter**. There will be three copies: one for you; one to give to your new faculty supervisor, and one to be kept by the Graduate Programs Office. **If you need a social security number**, you'll also need to pick up a **social security letter** from our office to take and give to the Social Security Administration Office. You'll receive two copies so you can keep a copy for your files.
2. Next, you'll need to go to the **Center for International Studies and Programs (CE-347)** to request a **second social security letter** from **Elanor Perry (909) 537-5193**. It can **take up to 5 business days** to obtain this. You'll need to show Elanor **your job offer letter and social security letter from the CBPA Graduate Office**. **Note: Domestic students don't need to do Steps 2, thru 7.**
3. Before you leave (CISP) the **Center for international Studies and Program in CE-347** ask **Elanor Perry** to **validate employment eligibility to obtain a Non-Resident Alien form (NRA)**. **Take with you to show (1) your passport (2) VISA (3) I-94 form (4) I-20 form (5) the job offer letter and (6) the social security letter you currently have available from CBPA's Graduate Programs Office**. You don't need a social security number for this. However, you may need to ask them to make a copy of the above items if they need to keep a copy.
4. After receiving your 2<sup>nd</sup> social security letter from the CISP office, go to a **Social Security Administration (SSA) Office**. **The one in San Bernardino is located at 605 N. Arrowhead Ave., Suite 101, San Bernardino, CA 92401**. **Submit the appropriate forms to request a social security card**. They're open *Monday through Friday from 9am to 3pm, except Wednesdays when they're open from 9am to 12noon; closed on Saturdays and Sundays*. Please note: It usually **takes 2 weeks to receive a social security card**. You'll need to take with you to the SSA Office: **(1) your valid passport (2) VISA (3) I-94 form (4) I-20 form (5) the job offer letter, and (6) two social security letters – one from CISP and another from CBPA's Graduate Programs Office**.
5. In the meantime **Angie Webb will submit your name** and other requested information to **Human Resources** via an email. They'll forward your name to **Accurate Background** so they can e-mail you and **start the new background check required of all new GA students**. **This can take 7 to 10 days to receive the results**. However, this will not hold up moving forward with other steps to get you hired. We'll only contact you if we receive a questionable response and need to follow-up with you.
6. **When you receive your new Social Security card let Angie Webb know as soon as possible**. Angie will then provide your name to Aimee Salazar at Human Resources (HR) so she's aware that you'll be calling her soon to attend the New Employee Orientation.
7. Before going to HR contact the **General Accounting Office in CH-106** and see **Margaret Mutadzakupa (909-537-7575)** to complete the **Employee Action Request form (EAR)**. This is only for students with an F-1, H1B or other type of visa. Take to this appointment the following: **(1) you passport (2) I-94 form (3) I-20 form, and (4) your social security card**. **Note: please do not laminate your new social security card**.
8. **Human Resources in SH-110: For new GA appointees**, it's essential that you attend a **New Employee Orientation with HR** in order to be properly signed up and added to payroll. **Contact Aimee Salazar at (909) 537-5138 to schedule which orientation you can attend**. Take with you to HR the following: **(1) your NRA form and your (2) your EAR form – if you needed to do this earlier, and (3) your social security card**. They will give you a **Confidentiality Form** which you'll need to bring to the Graduate Programs Office so the dean can sign the form and we can forward this to the Information Security Office. If unable to attend your scheduled orientation, contact them for further instructions.

After the above is completed you're ready to start your work hours with your faculty supervisor. **Note:** As a re-hire graduate, you don't have to do this process again except for a background check if offered another job after 12 months.

Thank you.

Angie Webb - Revised 12-15-15