Hiring a current OU graduate student as a **GRADUATE RESEARCH ASSISTANT (GRA)** in the Chemistry / Biochemistry Department (rev. 9/10/12)

*Instructions for persons that are not currently OU employees*

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**Position Information**

Title: Graduate Research Assistant (GRA)  
Grant Account Code: 632505 / Dept. Account Code: 632505  
Job Code: 1777  
FTE: 0.10 – 0.50  
Benefits: Yes (Graduate Student)  
Contract Months: 12

Employee must take social security card to Payroll once it is received.

Employee can obtain a Sooner ID from the One Card Office in the Union.

Employee needs to apply for a social security number at the Social Security Administration in Moore after 10 working days.

Employee takes completed packet to AR for department processing.

Employee takes packet to Payroll at NEL Rm. 244, 905 Asp Avenue, 325-2961 (east of Student Union) within three days of the employee’s start date.

New employee returns Payroll receipt to AR and reads all packet information.

Supervisor completes a Chem Dept. Key Request form and submits to CJ for keys and building access.

Once hiring process is complete in the system, supervisor and employee will receive an email with payroll info.

Supervisor confirms employee understands all payroll and building policy info.

Intl. employees with a social security number can obtain a Sooner ID from the One Card Office in the Union.

Intl. employees without a social security number can request a copy of the hire PAF from AR by email, then can go to One Card Office to get Sooner ID.

Employee needs to apply for a social security number at the Social Security Administration in Moore after 10 working days.

Employee takes social security card to Payroll once it is received.

Employee can obtain a Sooner ID from the One Card Office in the Union.

Super-visor must notify AR of any employment changes by submitting a new appt. form.

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**Research and select candidate**

International  
Domestic

Provide AR with completed appointment form found on the Chemistry Payroll website 30 days prior to hire date  
Confirm / complete FAMS from template provided by CJ

The first day a new employee arrives, he / she must first check in with Olga, NEL Bldg., Room 201

The first day of employment, the employee must complete the new hire packet for international employees found on the Chemistry Payroll website

New employee takes completed packet to AR for department processing.

Employee takes packet to Payroll at NEL Rm. 244, 905 Asp Avenue, 325-2961 (east of Student Union) within three days of the employee’s start date.

Employee returns Payroll receipt to AR and reads all packet information.

By the first day of employment, the employee must complete domestic new employee packet found on the Chemistry Payroll website

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**AR = Astrud Reed / CJ = Carol Jones**

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**Employee takes packet to Payroll at NEL Rm. 244, 905 Asp Avenue, 325-2961 (east of Student Union) within three days of the employee’s start date.**

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**California**

Chemistry Payroll website: [http://chem.ou.edu/payroll-and-personnel](http://chem.ou.edu/payroll-and-personnel)