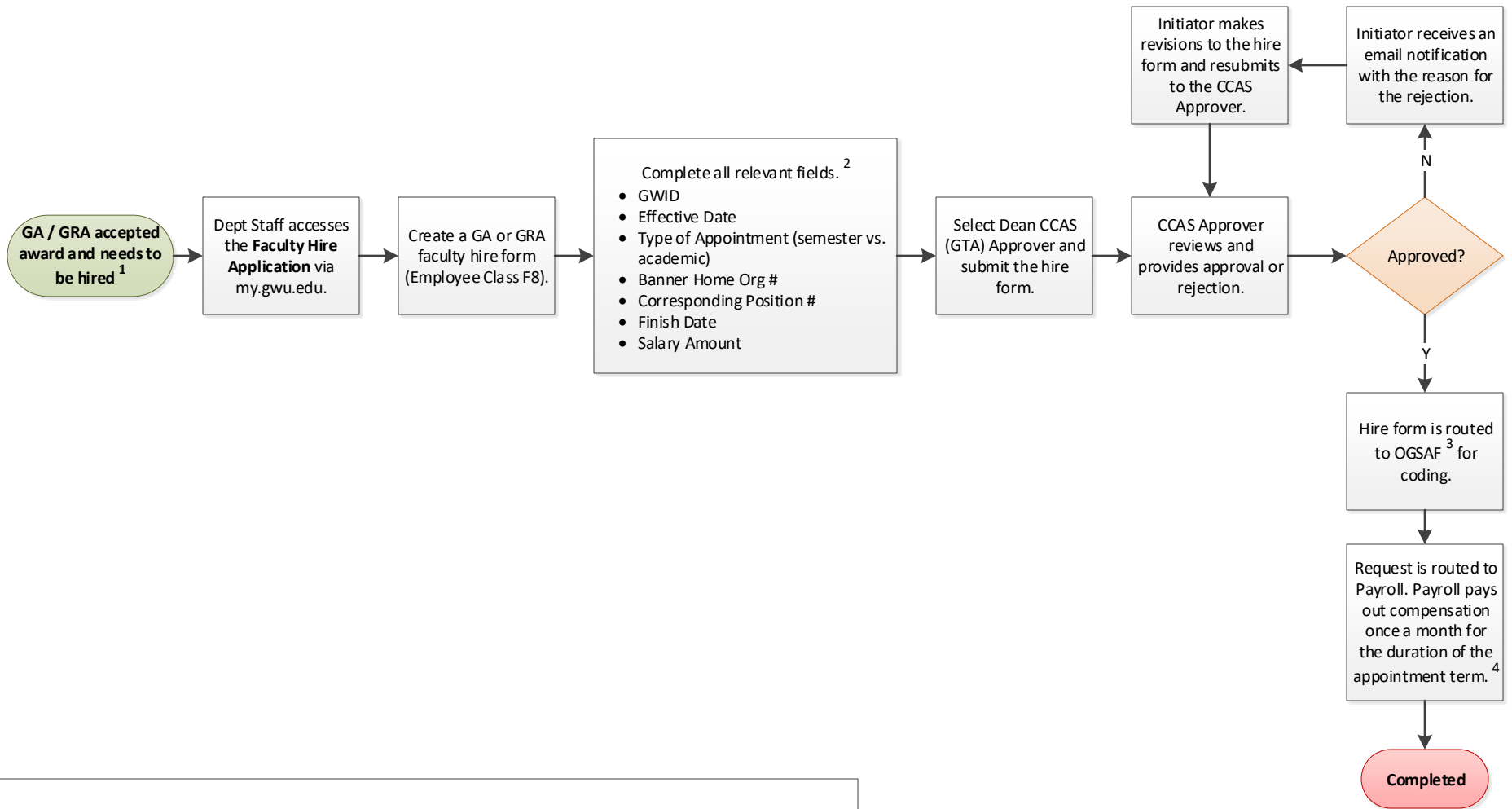


# CCAS Process for Hiring Graduate Assistants (GAs) / Graduate Research Assistants (GRAs)



**Notes:**

1. New GAs and continuing GAs are hired in the same manner. A hire form must be completed every year the GA receives an award.
2. If there is not a GA position number (natural account 51122) for the hire, submit a request to CCAS Finance via email at CCASFA@gwu.edu to have one created.
3. Office of Graduate Student Assistantships and Fellowship
4. Most GAs are for a set amount of time (semester or full academic year) and will automatically terminate at the end of the term. GAs only need to be manually terminated if they leave a GAship ahead of schedule (before the semester ends) in order to prevent erroneous salary payouts.

CCAS Banner Workflow Resources (DGS Shelf)