

# How to Fill Out a F8 Form in Faculty Hire Application (GAs/GRAs)

## Step 1:

- ❖ Please go to <https://my.gwu.edu> and use your User ID and Password to log in.
- ❖ Click “tools & resources”
- ❖ Click “Faculty Hire Application” under HR Forms

The screenshot shows the myGW portal homepage. At the top, there is a navigation bar with the myGW logo and several menu items: my portal, academics, gw life, news & events, and tools & resources. A red arrow points to the 'tools & resources' menu item. Below the navigation bar, there is a search box and a 'Welcome' message with links for 'sign out', 'personalize myGW', and 'help'. The main content area is divided into several sections:

- COVID-19 Resource Page:** A box with the text: "Please visit [GW's COVID-19 Resource Page](#) for information about changes to university services."
- My Holds Notifications:** A list of notifications, each with a checkbox and a link. The notifications include: "You have successfully removed your hold - Student Accounts Hold 994-7350", "Please be advised that a hold has been placed on your record - Student Accounts Hold 994-7350", "You have successfully removed your hold - No Active Address: 994-7350", "You have successfully removed your hold - No Active Address: 994-7350", "Please be advised that a hold has been placed on your record - No Active Address: 994-7350", and "Please be advised that a hold has been placed on your record - No Active Address: 994-7350".
- Tool & Resource Links:** A grid of links including: "Access Control and Security Device Request Form", "AT&T Discount", "Directories", "GW IT", "GW Logo Identity Standards", "IT Help Ticket Form", "IT Support Center", "Media Relations", "Office of Ethics, Compliance, and Risk", "Parking", "Pinnacle", "Privacy Training", "Risk Management", "Stipend Forms and Information", "University Calendar", and "Verizon Discount".
- My Tickets:** A box with two links: "Submit an IT request" and "Submit a Facilities request".
- Calendar:** A box with a link "Go to the University Calendar" and "Today's Events: View Into the Senses: Looking at Works on Paper" (Information Session: Interior Architecture (MFA) 7:00 PM - 8:00 PM).
- HR Forms:** A dropdown menu with a list of links: "Benefits", "Change In Status - Terminations", "Direct Deposit Election", "Employment Eligibility Verification", "Faculty Hire Application", "GW Jobs", "Student Hire Application", and "Tax Forms". A red arrow points to the "Faculty Hire Application" link. A "more" link with a right-pointing arrow is at the bottom right of this section.

On the left side of the page, there is a sidebar with various utility links: e-mail, my calendar, university calendar, blackboard, gwweb info system, directories, alumni community, and GW CAMPUS ADVISORIES. Below these is a "GW TODAY" banner and a calendar for January 2023.

**Step 2:**

**FACULTY HIRE**

*HIRE FORM MAIN MENU*

**MAIN MENU**

**PART-TIME NON-BENEFITED FACULTY REAPPOINTMENT**

Hire Forms

- [Create a Part-Time Faculty Hire Form - Monthly Payroll and Employee Class F5](#)
- [Create a Summer Session Faculty Hire Form - Summer Session Payroll and Employee Class F6](#)
- [Create a GA or GRA Faculty Hire Form - Monthly Payroll and Employee Class F8](#)
- [Open Saved Faculty Hire Forms](#)
- [View Submitted/Approved Faculty Hire Forms](#)
- [View Notifications](#)

**Reference Materials**

- [Online FHF Training Manual](#)
- [Information Particular to Summer Reappointments](#)

- ❖ Click “**Create a GA or GRA Faculty Hire Form – Monthly Payroll and Employee Class F8**” to create a F8 form.
- ❖ After submitting F8 forms, you can view the status and history of the hire forms when you click the option – “**View Submitted/Approved Faculty Hire Forms**”.
- ❖ You can also check the GAs/GRAs position and payment information in Banner
  - NBAJOBS (Employee Jobs Form) – Job detail and labor distribution information is found here.
  - PHILIST (Pay Event List Form) – payroll history can be found here.

**Step 3:**

## FACULTY HIRE

**HIRE FORM MAIN MENU**

1 Faculty Member Information

2 Demographics & W4 Information

3 Salary Distribution

4 Remarks, Courses & Attachments

5 Approval Information

**STEP 1: GRADUATE TEACHING ASSISTANT INFORMATION** F8

**Step 1:** Specify Graduate Teaching Assistant hire information. Note: Effective Date of Change should always be the first day of the month. \*

Denotes Required Fields.

**Name (Last, First MI):** **Approval Status:** New

**Effective Date of Change:** \*  (MM/01/YYYY)

**Faculty GWID:** \*

**Type of Appointment:** \*

Fiscal  
 Academic  
 Semester  
 Summer  
 Month

**Date Prepared:** \*  (MM/DD/YYYY)

**Workflow Item Key:**

**For Sponsored Project-funded GRAs, is there full on-campus F & A on the sponsored project?**

Yes  
 No  
 Unknown

Exit

Save & Exit

Save & Continue

<b>1. The Effective Date of Change</b>	The date must be <u>the first day of the month</u> that the GA/GRA starts working and must be entered in MM/DD/YYYY format.
<b>2. Date Prepared</b>	This field defaults to the current date. It is read only and cannot be changed.
<b>3. Faculty GWID</b>	Enter the GA/GRA's GWID number. This will populate the name fields.
<b>4. Type of Appointment</b>	<ul style="list-style-type: none"> <li>○ Select "Academic" for a full-year appointment (9 months – from September to May)</li> <li>○ Select "Semester" for an appointment for a particular semester</li> <li>○ Select "Summer" for summer semester.</li> </ul>
<b>5. For Sponsored Project-funded GRAs</b>	Select the appropriate option / if no information is provided, you don't need to fill in.

❖ Please note that you may see an error message – "Warning Faculty member not in PEAFACT". You can ignore it and proceed to the next page by clicking "Save and Continue" option.

Step 4.

**FACULTY HIRE**

**HIRE FORM MAIN MENU**

1 Faculty Member Information   2 Demographics & W4 Information   3 Salary Distribution   4 Remarks, Courses & Attachments   5 Approval Information

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**STEP 3: DEMOGRAPHIC & W4 INFORMATION** F8

Step 3: Review the demographic information and W4 address.

Name (Last, First MI):  Approval Status: New

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*Demographic Information*

Birthdate:  Sex:  M  F

U.S. Citizen:  Y  N Current Address:  Y  N

Visa Status: (PR) Lawful Permanent Address:  Y  N  
Permanent Resident

I9 Status: Valid

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*W4 Address (Address Used on Tax Forms)*

Address:  Phone:

**Note: Please submit a new W4 to the Payroll Dept. in the event the W4 address is incorrect.**

    

- ❖ This page self populates most of the fields and should populate an address if there is one in banner. Not having a W4 address will not stop processing the hire form in the Faculty Hire Application. Please leave the demographic information at it is.
- ❖ Click “Save & Continue” and proceed



**Step 6.**

**FACULTY HIRE**

**HIRE FORM MAIN MENU**

1 Faculty Member Information
2 Demographics & W4 Information
3 Salary Distribution
4 Remarks, Courses & Attachments
5 Approval Information

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**STEP 5: REMARKS, COURSES & ATTACHMENTS** **F8**

**Step 5:** Any additional comments necessary to clarify the amount of payment may be entered in the Remarks section. Identify the specific course numbers, if applicable. Supporting documentation can be uploaded in the attachments section. *Acceptable document types are .doc, .xls (and other excel files), .txt, .rtf, .pdf, .123 (and other various lotus notes files), .csv (if your mime type settings work correctly).*

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Name (Last, First MI):  Approval Status: New

Remarks	Attachments	Delete?
<div style="border: 1px solid gray; padding: 5px; min-height: 50px;"></div>		
<p>Course Number(s)</p> <div style="border: 1px solid gray; padding: 5px; min-height: 50px;"></div>		
<p>Payroll Adjustment Required? <input type="checkbox"/></p>		
<div style="border: 1px solid gray; padding: 2px 5px;">Delete Checked Items</div>		
<div style="border: 1px solid gray; padding: 2px 5px;">Choose File</div> No file chosen		<div style="border: 1px solid gray; padding: 2px 5px;">Add</div>

Exit

Save & Exit

Save & Continue

<b>1. Remarks</b>	If there is any information about the hire that you want to add, please enter it here.
<b>2. Course Number(s)</b>	Please enter a course and CRN number if there is one.
<b>3. Document attachment</b>	If you have any documentation to attach such as award letters and recommendation forms, attach them here

Step 7.

**FACULTY HIRE**

*HIRE FORM MAIN MENU*

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**STEP 6: APPROVAL INFORMATION**

**Step 6:** Please Review, Print, and Submit the Graduate Teaching Assistant Hire Form.

Name (Last, First MI):  Approval Status: New

*Initiator and Levels of Approval*

**Initiator**  
 Name:  Phone:  Email:

**Dean(s) Approval**  
 Name:

**Faculty Personnel Approval**  
 No Faculty Personnel Approvals Have Been Made

a printable version of the completed Faculty Hire Form.

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*Specify Dean / Sponsored Research Approver(s)*

Once this form has been reviewed, specify a Research Service Coordinator Approval Group and either a Dean approval group or a specific individual who can approve your request. Once you have selected your approvers, click on the "Submit" button.

**Selected Approvers:**

1.

2. (Optional) No Approver Specified

**Select a Group Approver** OR, Search for an Individual by Name (use \* wildcard as needed):

Dean - Columbian College - GTA LAST  FIRST

1. Initiator name and contact information will populate automatically.
2. Click **“Select a Group Approver”** at the bottom left corner, and choose **“Dean - Columbian College - GTA”** as the approver
3. Please click **“View”** in the middle of the screen, and print or save a copy of the F8 form for your records.
4. Click **“Submit”**