Onboarding – Graduate Student/Graduate Assistant Checklist

Graduate Assistants Only:

- New Employment Forms – Ruth Koster (rkoster@umd.edu):
  - W-4 Employee Withholding Allowance Certificate Form
  - I-9 Employee Eligibility Verification Form
  - Direct Deposit Form
  - Exempt & Nonexempt Business Rules
  - Employee Health Benefits & Retirement Information
  - Driver’s Acknowledgement Form

Graduate Students and Graduate Assistants:

- Set Up Email Account - [http://it.umd.edu/new/employee.html](http://it.umd.edu/new/employee.html)
- IT Needs (Computer Access, Printer Access, etc.) – Alex Bondar (ENSTIT@umd.edu)
- Tuition Remission (Benefits & Guidelines) – [https://uhr.umd.edu/benefits/tuition-remission/](https://uhr.umd.edu/benefits/tuition-remission/)
- ID Card – 1st Floor Mitchell Building
- Set up Directory ID/Password - [http://it.umd.edu/new/employee.html](http://it.umd.edu/new/employee.html)
- Confirm with the Grad Studies Office that they have your updated email and address information, – Tina Scites (tscites@umd.edu) & Ruth Koster (rkoster@umd.edu)
- Have your name added to the Grad Student Reflector – Tina Scites (tscites@umd.edu)
- Swipe Access ID Card and Key Access: Use the Building/Room Access Form – Tina Scites (tscites@umd.edu), [https://enst.umd.edu/people/forms](https://enst.umd.edu/people/forms)
- P-Card Information – Major Advisor/ Traci Tillman Jackson (tt1jacks@umd.edu), Nhu Nguyen (nnguyen8@umd.edu)
- Travel Form Information – Tina Scites (tscites@umd.edu)
- Lab Safety Training – Gary Seibel (gseibel@umd.edu)
  - des.umd.edu:
    - Chemical Hygiene Online Training – One Time Training
    - Hazardous Waste Generator Online Training – Annual Training
    - Lab Specific Training (Gary Seibel)

Graduate Student Orientation – A MUST ATTEND EVENT. These forms will be discussed at the orientation. Graduate Student Forms and Documents - [enst.umd.edu/graduate/forms](http://enst.umd.edu/graduate/forms)

- Complete Forms Package (MS/ PhD) - [http://enst.umd.edu/graduate/forms](http://enst.umd.edu/graduate/forms)
- Attend Orientation Session in Late August (tscites@umd.edu)
- Refer to Grad Handbook for Any Questions - [http://enst.umd.edu/graduate/graduate-student-handbook](http://enst.umd.edu/graduate/graduate-student-handbook)

- Academic Calendar – [https://provost.umd.edu/calendar](https://provost.umd.edu/calendar)
- Campus Map – [https://maps.umd.edu](https://maps.umd.edu)