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
☐ IT Needs (Computer Access, Printer Access, etc.) – Alex Bondar (ENSTIT@umd.edu)
☐ Tuition Remission (Benefits & Guidelines) – 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
☐ 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
☐ P-Card Information – Major Advisor/ Traci Tillman Jackson (tt1jacks@umd.edu), Blake Jeter (bjeter@umd.edu)
☐ Travel Form Information – Tina Scites (tscites@umd.edu)
☐ Complete ENST Graduate Student Web Page Information Collection Form and Attach Photo – enst.umd.edu/graduate/forms
☐ 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

☐ Complete Forms Package (MS/ PhD) - 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

☐ Academic Calendar - http://www.provost.umd.edu/calendar/
☐ Campus Map – maps.umd.edu