Onboarding – Graduate Student/Graduate Assistant Checklist

Graduate Assistants Only:

- ☐ New Employment Forms – Ruth Koster (rkoster@umd.edu):
    - o W-4 Employee Withholding Allowance Certificate Form
    - o I-9 Employee Eligibility Verification Form
    - o Direct Deposit Form
    - o Exempt & Nonexempt Business Rules
    - o Employee Health Benefits & Retirement Information
    - o 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
- ☐ Time Entry - https://uhr.umd.edu/phr-manual/accessing-a-time-record/
- ☐ 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 – https://enst.umd.edu/people/forms-resources, Jonathan Stephanoff (stephanj@umd.edu)
- ☐ Lab Safety Training – Gary Seibel (gseibel@umd.edu)
    - o 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

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

- ☐ Academic Calendar - http://www.provost.umd.edu/calendar/
- ☐ Holiday Schedule - https://www.umd.edu/calendars/HolidaySchedule2015.pdf
- ☐ Campus Map – maps.umd.edu