# 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 & Driving Record

**Graduate Students and Graduate Assistants:**

- Set Up Email Account - https://identity.umd.edu/id/newuser
- 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 - https://identity.umd.edu/
- 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 Listserv - 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 – ares.umd.edu
- 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 – Eni Baballari (ebaballa@umd.edu) for HJP, Jose-Luis Izursa (jlizursa@umd.edu) for ANSC – https://essr.umd.edu/scishield-information

Within first two weeks of start date:

*New employees are required to complete the University Orientation & Trainings below.*

- **Graduate Student Orientation –** A MUST ATTEND EVENT**. These forms will be discussed at the orientation. Graduate Student Forms and Documents - https://enst.umd.edu/graduate/handbook-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 - https://enst.umd.edu/graduate/handbook-forms/

- **Terrapin Strong**: The Terrapin Strong training will orient new employees to the University and go over some key core values of our community. LINK to take online Terrapin Strong training: https://umd-terrapinstrong.catalog.instructure.com/courses/staff-terrapinstrong-onboarding-2023-2024

- **Defend Your Shell (IT Training)**: This is IT security awareness training that will need to be renewed each year. LINK to take training: https://umd-dys.catalog.instructure.com/courses/defend-your-shell-2024

- **Preventing Harassment & Discrimination Training (OCRSM)**: This is a required training for new employees. Please submit an online training request form via the following link to take the training. LINK: https://ocrsm.umd.edu/new-employee

  **RESOURCES:**
- Campus Map – https://maps.umd.edu/map/
- Academic Calendar - http://www.provost.umd.edu/calendar/
- Holiday Schedule – https://phr-app6.umd.edu/holidays/