

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>
- Time Entry - <https://uhr.umd.edu/phr-manual/accessing-a-time-record/>
- 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

- 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 – <https://provost.umd.edu/calendar>
 - Holiday Schedule – <https://phr-app6.umd.edu/holidays>
 - Campus Map – <https://maps.umd.edu>
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