

Graduate Assistant

NEW HIRE CHECKLIST

TO: CMU Graduate Assistant – New Hire

FROM: Central Michigan University, Faculty Personnel Services (FPS)

Please use this checklist to keep track of information you must supply to complete your employment:

➤ **RETURN BY MAIL TO FPS, WARRINER HALL #308 OR FAX TO 989-774-4250**

___ **Appointment letter** – Sign and return to FPS within 2 weeks of receipt. Note – You are under no obligation to respond to graduate assistantship offers prior to April 15th.

___ **Personal Data and Self Identification form** – Print, complete and return with signed appointment letter. Your social security number must be provided to prevent a delay with your first paycheck.

___ **Tax Withholding forms** – Print, complete and return with signed appointment letter. If you have questions regarding these forms, contact the Payroll Office (Warriner Hall #204 or 989-774-3481).

___ **Resume**– Furnish to Faculty Personnel Services (fps@cmich.edu).

➤ **WHEN YOU ARRIVE ON CAMPUS**, you will need to go to the Office of Faculty Personnel Services (Warriner 308) to:

___ **Complete the Employment Eligibility Verification (Form I-9)**

****IMPORTANT**** On or before your first day of employment, you must come to the Office of Faculty Personnel Services in 308 Warriner Hall to complete an Employment Eligibility Verification (I-9) form to verify both your identity and authorization to work. **This form must be completed in person and your offer of employment is contingent upon you producing appropriate documentation.** Please review the list of acceptable documents ([here](#)) you must bring to substantiate your ability to begin employment.

➤ **DIRECT DEPOSIT**

___ It is strongly recommended you sign up to have your pay directly deposited to a financial institution of your choosing. Do this by logging on to CentralLink. Under **MY ACCOUNT, MY WORK DAY**, there is a direct deposit link. Note: If you do not sign up for direct deposit, your pay will automatically be deposited onto a CMU Money Network Card.

➤ **GRADUATE ASSISTANT TRAINING**

___ All new graduate assistants are required to complete an online graduate assistant training program that will include important information regarding policies, services, responsibilities, and training requirements.

***Graduate Assistants will receive an invitation from the Office of Graduate Studies to their CMU e-mail to complete this training

➤ **IMPORTANT DOCUMENTS FOR YOUR REFERENCE -**

___ **Eligibility Requirements for Graduate Assistant Appointments**

___ **Summary of Graduate Assistant Benefits**

___ **Graduate Assistant Tuition Waiver Guidelines - PROMPTLY SUBMIT YOUR TUITION WAIVER REQUEST**

___ **Council of Graduate Schools Letter**