

# Graduate Assistant

## NEW HIRE CHECKLIST

TO: CMU Graduate Assistant – New Hire

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

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**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 15<sup>th</sup>.

\_\_\_ **Personal Data and Self Identification form** – Print, complete and return with signed appointment letter. Your social security number must be provided to prevent delay of 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](mailto: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.

1. Go to the Graduate Studies' webpage at [www.grad.cmich.edu](http://www.grad.cmich.edu)
2. Click on "Begin GA 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**