

Graduate Assistant

NEW HIRE CHECKLIST

TO: CMU Graduate Assistant – New Hire

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

Please keep this checklist and use it to keep track of information you must supply to complete your employment records.

➤ **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 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/Vita** – Furnish to Faculty Personnel Services.

➤ **GRADUATE ASSISTANT TRAINING DIRECTIONS**

___ 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 College of Graduate Studies' webpage at www.grad.cmich.edu.
2. Click on Current Students, then click Graduate Assistant (GA) Training.

➤ **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 acceptable documents ([here](#)) you must bring to substantiate your ability to begin employment.

➤ **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**