TA/GRA NEW EMPLOYEE ONBOARDING

Taylor Fraley, Administrative Associate
STEPS

1. Background Check
2. Work Verification
3. Offer Letter
4. Workday Onboarding Tasks
BACKGROUND CHECK

Must be completed before all other steps.

Begin forwarded message:

From: Taylor Fraley <fraley@cs.utexas.edu>
Subject: Background Check for Fall 2020 Proctor Assignment
Date: August 7, 2020 at 2:05:31 PM CDT
To: [Redacted]

Hello,

Your Fall 2020 assignment as a proctor requires a background check. An email will be sent to you shortly that will provide instructions and a link to complete the check.

Please let me know if you have any questions =)

Thank you,
Taylor Fraley, Administrative Associate

The University of Texas at Austin | Department of Computer Science | fraley@cs.utexas.edu
Work Verification

1. Instructions will be emailed to you
2. I-9 must be completed by your 3rd day of work

Lists of Acceptable Documents

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

List A

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-951 stamp or temporary I-951 printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
  - Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI

List B

- Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
- Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
- Native American tribal document
- Driver's license issued by a Canadian government authority
- Identification Card for Use of Resident Citizen in the United States (Form I-179)

List C

- Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- U.S. Citizen ID Card (Form I-197)
- Certificate of registration of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI
- Social Security Account Number card, unless the card includes one of the following restrictions:
  - NOT VALID FOR EMPLOYMENT
  - NOT VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - NOT VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
- U.S. Coast Guard Merchant Mariner Card
- Indian familiar or tribal document
- Driver's license issued by a Canadian government authority
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
Dear [Name],

It looks like we need an I-9 Form on file for you in Workday.

There should be a task in your Workday inbox to complete section 1 of your I-9.

Once you've completed section 1, please upload the identifying documents you'd like to use for section 2 into the following secure box:

https://happs.cs.utexas.edu/happs/box-upload

After you've completed that, you will need to print the paper I-9 attached below.

1-9-paper-version-1.pdf

These are the instructions for completing the paper I-9 Form:

Section 1:
- Complete Section 1

Section 2:
- Due to the COVID-19 crisis, USCIS has relaxed the guidelines to allow an employee to have Section 2 of the Form I-9 verified by any adult in the vicinity to include any of the following: a family member, a friend, neighbor. The person verifying the documents must be age 18 or over and cannot be the same person listed in Section 1. The adult completing Section 2 of the Form I-9, must follow the format below when completing Section 2.

At the bottom of Section 2, directly under the employee’s start date the Authorized Representative will include the requested approved format:
1. Signature of Employer or Authorized Representative: Individual verifying documents must sign his/her name by pen, we do not accept electronic signatures
2. Today’s Date (mm/dd/yyyy): Date using same format
3. Title of Employer or Authorized Representative: Individual must write “Representative”
4. Last Name of Employer or Authorized Representative: Write the last name
5. First Name of Employer or Authorized Representative: Write the first name
6. Employer’s Business or Organization Name: University of Texas at Austin
7. Employer’s Business or Organization Address (Street Number or Name): 1616 Guadalupe Street, Suite 1.408
8. City or Town: Austin
9. State: Texas
10. ZIP Code: 78701

Section 3:
- Do not fill this part out.

Once you have completed section 1 and 2 on the paper I-9 Form, please snail mail this along with copies of your identifying documents to HR at:
1616 Guadalupe Street, Suite 1.408
Austin, TX 78701

I realize this is a lot of information!
Please let me know if you have questions about anything :) 

Thank you,
Taylor Fraley, Administrative Associate
The University of Texas at Austin | Department of Computer Science | fraley@cs.utexas.edu
WORKDAY ONBOARDING TASKS

Visit the HR New Student Employee Checklist for complete instructions

https://hr.utexas.edu/student/new-student-employee-checklist
SSN (INTERNATIONAL STUDENTS)

If you are working as a TA/GRA this semester and do not currently have a SSN, please email gradoffice@cs.utexas.edu and I will provide you with instructions.
WAIVERS & CONDITIONS FOR ACADEMIC EMPLOYMENT
WAIVERS

- Request for Resident Tuition Entitlement
  - https://utdirect.utexas.edu/acct/fb/waivers/index.WBX

- International student insurance waiver
  - https://global.utexas.edu/isss/advising-services/insurance/waivers

- Tuition Reduction Benefit (TRB) [not technically a waiver]
CONDITIONS FOR ACADEMIC EMPLOYMENT

• Making satisfactory academic progress

• 3.0 GPA

• Enrolled full-time (9 credit hours in fall/spring, 3 hours in summer)

• No more than two grades of X, I, NC, D, or F in any combination
TA REQUIREMENTS

• Fall 2020 TAs must complete TIDES training

• International TAs must clear ITA requirements
  • https://global.utexas.edu/english-language-center/resources/international-teaching-assistants
FELLOWSHIPS

• Fellowship stipends will be awarded on September 1
• FUTURE:
  • NSF is an important fellowship with an upcoming deadline and we encourage all our incoming U.S. students to apply.
  • I will place fellowship announcements in the weekly Grad Newsletter.
  • Larger fellowships will be announced to faculty and the PhD mailing list.
TUITION BILLS
TUITION BILLS & COMPLETING REGISTRATION

• You must complete your registration by the 4th class day each fall/spring by either paying your tuition or confirming your 0 fee bill.

• Let’s look at some examples!
TERMINOLOGY

- Delete Drop: course dropped and tuition refunded
- Q Drop: course dropped, tuition not refunded, Q appears on transcript
- Q/F Drop: course dropped, tuition not refunded, instructor assigns a Q or F
- Withdrawal: student drops all courses, refunds issued on a schedule
REGISTRATION DEADLINES

• Courses may be added/dropped online through Aug 31.
• Sep 1 - 11 “Department Delete Drop” period – courses may be added/dropped by emailing the department offering the course.
• Sep 11 = the 12th Class Day (deadline to receive minor course approval & submit Conference Course forms)
• Sep 14 – 23 “Q Drop Period” – dropping a course requires approval from the graduate adviser. Email gradoffice for assistance
• Sep 24 – Dec 7 “Q/F Drop Period” – dropping a course requires approval from the course instructor & graduate adviser.