Teaching Assistants

Teaching resources are available. Please contact the Faculty Innovation Center for more information. Web site: https://facultyinnovate.utexas.edu/gsd

Things you need
• Textbooks
  See or email Liz Whittenton GDC 2.724, liz@cs.utexas.edu to arrange a book contract
• Copy Codes
  Submit copy code request: http://apps.cs.utexas.edu/copier_codes/ using option 5 at the bottom
  Contact copier@cs.utexas.edu with problems.
• TA Stations – TA’s are expected to hold office hours. TA stations are in GDC 1.302. Sign up for TA station hours here: https://apps.cs.utexas.edu/ta_stations/index.scgi
  You must be available to start work by the 1st week of classes. Please check with your professor before making any out of town plans or end of semester travel.

Paperwork is all electronic
• Make an appointment to complete employee paperwork with the CS accounting office, GDC 2.318. Sign up after this Info Session.
• All Students
  TA employment dates are 9/1/17-1/15/18
  See accounting for an I-9. Students with an incomplete I-9 will not be able to work.
  See the New Student Employee Checklist here: https://hr.utexas.edu/student/new-student-employee-checklist
  Employment and Academics are linked. Possible problems with your TA assignment:
    No Registration
    Two incompletes as grades
    GPA below 3.0 (not a problem your first semester)
    International student English assessment and online TA workshop
  Visit "My Paycheck Profile" at https://utdirect.utexas.edu/payroll/po8/payroll_info.WBX to set up or update your payroll information.
  GRAs and TAs are paid on the 1st business day of the month (1st paycheck will be in October)
  To confirm assignment and salary see https://utdirect.utexas.edu/pnbiog/pnbiap.WBX
  Assignment must be approved before you can access this information
• NON-Texas residents (U.S. and International)
  Resident tuition entitlement required
  https://utdirect.utexas.edu/acct/fb/waivers/index.WBX
• International Students –
  GLACIER -You’ll receive information from payroll after you’re assigned a TA
  International student insurance waiver: https://utdirect.utexas.edu/isss/waive_insurance.WBX