



EASTERN MICHIGAN UNIVERSITY

Graduate Assistant Doctoral Fellow Orientation

Fall 2024-Winter 2025

WELCOM E

- Steve Pernecky: Associate Provost & Associate Vice President for Graduate Studies and Research
- Leonia Gregory: Human Resources Coordinator
- Tana Bridge: Faculty Associate, Graduate School



Agenda

- Part 1: Overview of Human Resource Requirements
- Part 2: Academic Requirements
- Part 3: Critical Policy and Legal Requirements

PART 1:

Human Resources: Requirements & Processes

- Perks
- Requirements/ Eligibility
 - Employment Eligibility
 - Required Paperwork and Process
- E-bill
 - Direct deposit
 - Payroll calendar
- Questions



Perks!

- Tuition/Differential Tuition
- Eagle One card /library privileges
- Priority Registration
- Experience based learning opportunities
- Access to all Faculty Development Center Resources



Required Paperwork Complete in this order!

1. Pre-Employment Form
2. Background check (Orange Tree) Instructions will be sent via email
3. Complete I-9 paperwork
 - Complete page 1 ([UHR website](#))
 - **Schedule REQUIRED meeting with UHR**
 - hr_employment@emich.edu
 - Bring required documents (next slide)
4. Complete Michigan and Federal Tax Form
 - Available on payroll website. Completed tax forms after I9 meeting and I9 paperwork is complete.

I-9: Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. 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	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	

E-Bill

Direct deposit is set up Online through Eagle One

- <https://www.emich.edu/controller/payroll/padirectdeposit.php>

If tuition has not been applied to your account Email

- hr_gahelp@emich.edu
(Include your E ID Number)

Payroll Calendar

BI-WEEKLY (PT,PE,CS,CA,CP,PS,FM,TM,EC,AH,VF)

MONTH EXPENSED/COMMENTS	PAF/EPAFS Due to HR	RUN ID	PAY PERIOD BEGIN (Query Date)	PAY PERIOD END	WTE Employee Deadline by 11:59 p.m.	WTE Approver Deadline by 11:59 p.m.	CHECK DATE
August	08/05/24	BW17	07/28/24	08/10/24	08/12/24	08/13/24	08/22/24
September	08/19/24	BW 18	08/11/24	08/24/24	08/26/24	08/27/24	09/05/24
	09/02/24	BW19	08/25/24	09/07/24	09/09/24	09/10/24	09/19/24
October	09/16/24	BW20	09/08/24	09/21/24	09/23/24	09/24/24	10/03/24
	09/30/24	BW21	09/22/24	10/05/24	10/07/24	10/08/24	10/17/24
	10/14/24	BW22	10/06/24	10/19/24	10/21/24	10/22/24	10/31/24
November	10/28/24	BW23	10/20/24	11/02/24	11/04/24	11/05/24	11/14/24
	11/11/24	BW24	11/03/24	11/16/24	11/18/24	11/18/24	11/27/24
December	11/25/24	BW25	11/17/24	11/30/24	12/02/24	12/03/24	12/12/24
	12/02/24	BW26	12/01/24	12/14/24	12/11/24	12/11/24	12/23/24
January	12/11/24	BW1	12/15/24	12/28/24	12/18/24	12/18/24	01/09/25
	01/06/25	BW2	12/29/24	01/11/25	01/13/25	01/14/25	01/23/25
February	01/20/25	BW3	01/12/25	01/25/25	01/27/25	01/28/25	02/06/25
	02/03/25	BW4	01/26/25	02/08/25	02/10/25	02/11/25	02/20/25
March	02/17/25	BW5	02/09/25	02/22/25	02/24/25	02/25/25	03/06/25
	03/03/25	BW6	02/23/25	03/08/25	03/10/25	03/11/25	03/20/25
April	03/17/25	BW7	03/09/25	03/22/25	03/24/25	03/25/25	04/03/25
	03/31/25	BW8	03/23/25	04/05/25	04/07/25	04/08/25	04/17/25
May	04/14/25	BW9	04/06/25	04/19/25	04/21/25	04/22/25	05/01/25
	04/28/25	BW10	04/20/25	05/03/25	05/05/25	05/06/25	05/15/25
	05/12/25	BW11	05/04/25	05/17/25	05/19/25	05/20/25	05/29/25

Questions for Leonía: Human Resource

Thank you

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**Welcome
Aboard!**



PART 2: Academic Requirements

***You are accountable to all GA/DF policies**

- Admitted into a Graduate Program
- Maintain a minimum 3.0 Graduate GPA
- 67% Course Completion
- Minimum of 6 credits (Domestic students)
- Minimum of 8 credits (International students)
- Onboard Documents



Academic/Tuition Benefit

- GA waiver credits: Allocated over Fall & Winter
 - 100% appointment: 18 credit hours
 - 50% appointment: up to 5 credits fall, 4 credits winter
- Unused academic year waiver credits can be used in the Summer semester if requested directly to HR
- Rolling over from previous years or borrowing against future years is not permitted
- The student is responsible for paying all fees, including the registration fee, late payment fees, new student record initiation fees, program fees, and all other mandatory fees.

Drop/Withdrawal/Incomplete from Classes

- If a GA/DF officially withdraws/drops a class within the timeframe for 100% reimbursement, the student is NOT liable for tuition and differential tuition payment.
- If a student fails a course or does not drop the course in the appropriate timeframe, the student is responsible for tuition.
- Students may receive incomplete grades and maintain their GA/DF. Note: SAP applies.

Part 3: Policy & Legal Requirements

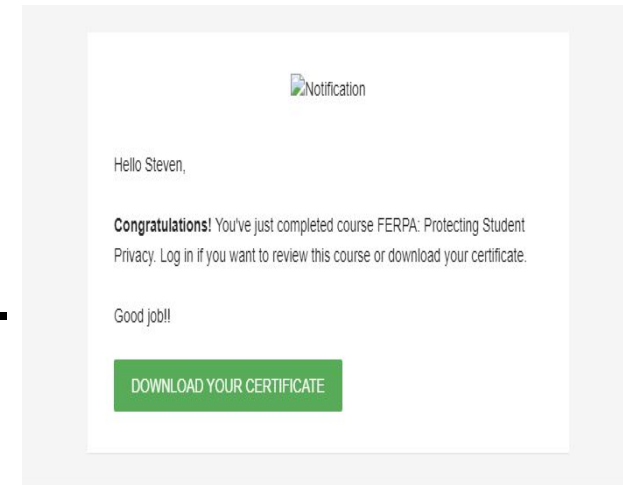
- **Orientation**

- **Required Training:**

- **FERPA:** Engagement with student records *requires* the GA/DF to complete FERPA training through United Educators (UE), EMU's insurance provider. The process for accessing the online courses is attached and was sent to all incoming GA/DF.
- **Cyber Security:** Students using campus or personal computers who engage in any electronic EMU activities are to complete cyber security trainings. These trainings are also provided by UE.

UE Learning Platform

- Instructions to access the UE Site have been sent.
- Follow instructions adding the BRANCH CODE.
- Access and complete the EMU learning plan/modules.
- If you fail to add the branch code, your account will be created but you will have to access the courses through the catalog.
 - Emich_GradLP
 - Catalog: FERPA and the 4 Cybersecurity courses
- Give your supervisor copies of your certificates of completion.



Family Educational Rights & Privacy Act (FERPA)

Grants students the right to access their own educational records as well as limiting, for privacy reasons, the release of those same records to anyone other than the student and/or the student's designee. FERPA applies to all current and former students of the University.

- What you will learn: What records are (and are not) educational records under FERPA.
- Information that is FERPA protected.



Clery Act

- The Clery Act is a federal law that requires colleges and universities to disclose information about crimes on and around their campuses. These crime allegations must be reported by any/all faculty, staff, lecturers, graduate assistants, and student workers to the EMU Police Department or to the local police. If you need to report, file a CSA within 24 hours.
- Additional information and resources related to EMU's responsibilities under the Clery Act, including a Clery Act training module for EMU employees, can be found on the [EMU Police website](#).
- Crimes under the Clery Act include:
 - Violent Crimes (i.e. Murder, Rape, Assault, Stalking, etc.)
 - Underage Drinking
 - Illegal Drug Use (Federal Guidelines)
 - Arson

- The [Sexual Misconduct Prevention and Response Office](#) is dedicated to promoting gender equality and inclusion, including the coordination of the University's efforts to prevent and effectively respond to all forms of gender discrimination and sexual misconduct, including sexual and relationship violence, that occurs within and impacts our university community including sexual harassment, sexual assault, domestic and dating violence, and stalking.
- Faculty, staff, lecturers, graduate assistants, and student workers are **MANDATED REPORTERS** and are to report all incidents of, or reported incidents of misconduct. The University's Sexual Misconduct and Sex-Based Discrimination Policy, which is enforced by the Sexual Misconduct Prevention and Response Office, can be found here: <https://emich.policytech.com/dotNet/documents/?docid=376&public=true>.
- Title IX is a Reporter Led office, so if a report is filed, the survivor may choose how to proceed, if at all.

Title IX



Title IX

- Pregnancy Related Supportive Measures are also addressed by the Title IX Office. Although, not required to report a student who is pregnant, there is a requirement to ensure they know how to connect with the Title IX Office for supportive measures in their Academic Coursework.
- Training is required for all enrolled students every Fall semester online. You will see an email at the beginning of the semester to complete training before Winter Registration. Failure to complete will result in a hold on your account until the training is completed.
- Direct any questions or concerns to The Sexual Misconduct Prevention and Response Office. They can be reached by email at emu_titleix_office@emich.edu or by phone at 734.487.9126.
- Note: If any person is in immediate danger, contact campus police.
- The Title IX Office is located in the Student Center Suite 250

Campus Safety

- Campus Police:
 - 911 or 734.487.1222
- Concerning Student Behavior:
 - Police for any behavior that creates an unsafe environment.
Department Head/Supervisor
 - [Student Intervention Team](#) (SIT).



Resources

- Faculty Development Center
 - <https://www.emich.edu/facdev/resources/resources-guide-new-instructors.php>
- Disability Resource Center
- Holman Success Center
- University Writing Center
- [Student Intervention Team](#) (SIT).



Important Contact Numbers

- Human Resources
 - Hr_gahelp@emich.edu
- Student Business Services
 - ebill@emich.edu
- Payroll
 - Payroll.questions@emich.edu

