

# Graduate Employment Orientation

2021-2022 School Year

Opening Remarks: Wade Tornquist, Ph.D.  
Interim Associate Provost and  
Associate Vice President for Graduate Studies and Research

Presenter: LeAnn Dimitroff  
Human Resources Coordinator



# Agenda

- ▶ Requirements/ Eligibility
  - ▶ Employment Eligibility
  - ▶ New hire paperwork
- ▶ Perks
  - ▶ Tuition waiver/benefits
- ▶ Burning Questions
  - ▶ E-bill
  - ▶ Direct deposit
  - ▶ Payroll calendar
- ▶ Contact
- ▶ Questions



# Requirements/ Eligibility

## Employment Eligibility

- ▶ Graduate Program Application Exists
- ▶ Graduate Application Decision
- ▶ 3.0 Graduate GPA
- ▶ 67% Course Completion
- ▶ Minimum of 6 credits (Domestic students)
- ▶ Minimum of 8 credits (International students)
- ▶ Onboard Documents (I-9, MI Tax Form)



# New hire paperwork



## New Graduate Employee Checklist

- ▶ Pre Employment Forms
  - ▶ Complete Michigan Tax Form (Payroll website)
  - ▶ Form I-9 (schedule a meeting with UHR)
  - ▶ Complete Federal Tax Form (My.emich)
- ▶ Email
  - ▶ Complete orange tree background investigation email request

# If you have not completed an i-9....

- ▶ Please schedule a meeting via email with UHR, [hr\\_employment@emich.edu](mailto:hr_employment@emich.edu)

# I-9 form acceptable documents

**LISTS OF ACCEPTABLE DOCUMENTS**  
All documents must be unexpired

<b>LIST A</b> Documents that Establish Both Identity and Employment Authorization	<b>LIST B</b> Documents that Establish Identity	<b>LIST C</b> Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> </ol>	<ol style="list-style-type: none"> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>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</li> </ol>
<ol style="list-style-type: none"> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> </ol>	<ol style="list-style-type: none"> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> </ol>
<ol style="list-style-type: none"> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> </ol>	<ol style="list-style-type: none"> <li>3. School ID card with a photograph</li> </ol>	<ol style="list-style-type: none"> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> </ol>
<ol style="list-style-type: none"> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> </ol>		

# perks

- ▶ Tuition and Differential Tuition
  - ▶ Still responsible for other fees
- ▶ Eagle One card gives library privileges
- ▶ Priority registration
- ▶ Experience based learning opportunities



# Tuition waiver/benefits

- ▶ GA waiver credits are allocated over the primary semesters (Fall & winter)
  - ▶ Unused academic year waiver credits can be used in the Summer semester
    - ▶ Student is responsible for contacting HR regarding unused credits for summer
    - ▶ Rolling over from previous years or borrowing against future years is not allowed
- ▶ Students are responsible for Fees





# E-bill

- ▶ You are responsible for your fees
- ▶ 100% appointment: up to 9 credits fall/winter
  - ▶ Responsible for all other tuition (& fees)
- ▶ 50% appointment: up to 5 credits fall, 4 credits winter
  - ▶ Responsible for all other tuition (& fees)
- ▶ Students may not have more than a 100% appointment
  - ▶ Student also may only work up to 29 hours per week



# E-bill continued

- ▶ How do I see my tuition reflect on my e-bill?
  - ▶ Turn in signed offer letter
  - ▶ Complete background check
  - ▶ Meet all eligibility requirements
  - ▶ Complete form I-9 with Human Resources
  - ▶ Communicate with your supervisor that you have done the above mentioned items
- ▶ If tuition has not been applied to your account
  - ▶ Email [hr\\_gahelp@emich.edu](mailto:hr_gahelp@emich.edu)
  - ▶ Include your e ID #

# Direct Deposit

- ▶ Direct deposit is set up online through eagle one
- ▶ <https://www.emich.edu/controller/payroll/padirectdeposit.php>

## Direct Deposit

To authorize a direct deposit, please fill out "Authorization for Direct Deposit" form from our [Forms](#) page.

To stop a direct deposit, please fill out "Memorandum to Stop Direct Deposit" form from our [Forms](#) page.

For directions on how to set up your Student Employee or Graduate Assistant Payroll, please follow these [instructions](#).

For detailed instructions on how to view your electronic Direct Deposit Advice (eDDA), please click [here](#).

# Payroll calendar



## STUDENT (GS,RE,FW)

MONTH EXPENSED/COMMENTS	DATE DUE (5:00 p.m.) Epafs	RUN ID	PAY PERIOD BEGIN (Query Date)	PAY PERIOD END	WTE Employee Deadline	WTE Approver Deadline	CHECK DATE
<b>September</b>							
Last summer student pay	08/16/21	BS18	08/08/21	08/21/21	08/23/21	08/24/21	09/02/21
First fall student & GA pay	08/30/21	BS19	08/22/21	09/04/21	09/06/21	09/07/21	09/16/21
	09/13/21	BS20	09/05/21	09/18/21	09/20/21	09/21/21	09/30/21
<b>October</b>							
	09/27/21	BS21	09/19/21	10/02/21	10/04/21	10/05/21	10/14/21
	10/11/21	BS22	10/03/21	10/16/21	10/18/21	10/19/21	10/28/21
<b>November</b>							
	10/25/21	BS23	10/17/21	10/30/21	11/01/21	11/02/21	11/11/21
	11/08/21	BS24	10/31/21	11/13/21	11/16/21	11/16/21	11/23/21
<b>December</b>							
	11/20/21	BS25	11/14/21	11/27/21	11/29/21	11/30/21	12/09/21
LAST PAY FALL GA	12/06/21	BS26	11/28/21	12/11/21	12/13/21	12/13/21	12/23/21



# contact

- ▶ Human Resources



- ▶ Hr\_gahelp@emich.edu

- ▶ Student Business Services



- ▶ ebill@emich.edu

- ▶ Payroll



- ▶ Payroll.questions@emich.edu

- ▶ Parking



- ▶ parkEMUhelp@lazparking.com

- ▶ Campus Directory

- ▶ <https://www.emich.edu/directory/index.php>



# QUESTIONS?



**Thank you & Welcome aboard!**

From here...

Please go into the second portion of orientation by visiting the next zoom link, Thank you!