

Graduate Employment Orientation

2023-2024 School Year

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

Presenter: Leonia Gregory
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

I-9 form 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 |
|--|---|---|
| OR | AND | |
| 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 | |

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
 - ▶ 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 |
|-------------------------------|-------------------------------|-----------|---|----------------------|--------------------------|--------------------------|------------|
| August | | | | | | | |
| Last summer student pay | 08/15/23 | BS18 | 08/06/23 | 08/19/23 | 08/21/23 | 08/22/23 | 08/31/23 |
| September | | | | | | | |
| First fall student & GA pay | 08/29/23 | BS19 | 08/20/23 | 09/02/23 | 09/04/23 | 09/05/23 | 09/14/23 |
| | 09/12/23 | BS20 | 09/03/23 | 09/16/23 | 09/18/23 | 09/19/23 | 09/28/23 |
| October | | | | | | | |
| | 09/26/23 | BS21 | 09/17/23 | 09/30/23 | 10/02/23 | 10/03/23 | 10/12/23 |
| | 10/10/23 | BS22 | 10/01/23 | 10/14/23 | 10/16/23 | 10/17/23 | 10/26/23 |
| November | | | | | | | |
| | 10/24/23 | BS23 | 10/15/23 | 10/28/23 | 10/30/23 | 10/31/23 | 11/09/23 |
| | 11/07/23 | BS24 | 10/29/23 | 11/11/23 | 11/13/23 | 11/13/23 | 11/22/23 |
| December | | | | | | | |
| | 11/13/23 | BS25 | 11/12/23 | 11/25/23 | 11/27/23 | 11/28/23 | 12/07/23 |
| LAST PAY FALL GA | 11/27/23 | BS26 | 11/26/23 | 12/09/23 | 12/11/23 | 12/12/23 | 12/21/23 |
| January | | | | | | | |
| LAST PAY FALL STDN. | 12/04/23 | *BS1 | 12/10/23 | 12/23/23 | 12/18/23 | 12/18/23 | 01/04/24 |
| First winter student & GA pay | 01/03/24 | BS2 | 12/24/23 | 01/06/24 | 01/08/24 | 01/09/24 | 01/18/24 |
| February | | | | | | | |
| | 01/17/24 | BS3 | 01/07/24 | 01/20/24 | 01/22/24 | 01/23/24 | 02/01/24 |



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 hang on for the second portion of
orientation, Thank you!