

New Student Employee Checklist

Welcome to your new job at the iSchool! The checklist below will help you complete all the required tasks to begin your employment. If you have any questions, please contact Dona Kurtz at dona@ischool.utexas.edu.

- [All Student Employees](#)
 - [On or Before Your First Day of Work](#)
 - [Form I-9 \(Employment Eligibility Verification\)](#)
 - [Background Check Authorization](#)
 - [On or After Your First Day of Work](#)
 - [Complete Onboarding in Workday](#)
 - [Acknowledge the Acceptable Use Policy](#)
 - [Conflicts of Interest Policy](#)
- [Academic Student Employees with 20 Hours of Employment](#)
 - [Resident Tuition Entitlement](#)
 - [Health Insurance \(Graduate Students Only\)](#)
- [International Student Employees](#)
 - [Social Security Number \(SSN\)](#)
 - [Health Insurance Waiver \(Graduate Students Only\)](#)
 - [GLACIER](#)
- [Pay](#)
 - [Hourly Employees](#)
 - [Monthly Employees](#)
- [Helpful Links](#)

All Student Employees

On or Before Your First Day of Work

Form I-9 (Employment Eligibility Verification)

Completing the I-9 is a three-step process.

1. Complete Workday Form I-9 on your first work day (or ASAP)
 - Log into Workday using your UT EID and password. <https://www.myworkday.com/utaustin/d/home.html>
 - Click on the welcome message or go to the upper right corner of the page, and click on the inbox icon.
 - Click on the 'Employment Eligibility Verification' task (I-9) to complete Section 1 of Form I-9 within Workday.
 - Click 'Submit' when done. This completes Section 1 of your I-9 task.
2. Upload documentation for Section 2 by your third work day (or ASAP)
 - Review the [list of acceptable documents](#) for the I-9 verification. Choose one item from list A **or** one item each from lists B & C.
 - Navigate to your Worker Profile in Workday by searching for your name or clicking the icon in the upper right-hand corner
 - Click on "Personal" in the orange menu on the left of the page.
 - Select the Documents tab.
 - Select Add. Drag and drop or select files.
 - Select Document Category: I-9 Documents. Click OK.
3. Email Dona Kurtz at dona@ischool.utexas.edu to let her know you've completed these tasks.

I-9 Tips:

- If you do not have an SSN yet, leave that field blank
- [A list of acceptable documents for the I-9 can be found here.](#)
- For **international students**, your documentation will include your passport, I-94, and I-20 or DS-2019.

Background Check Authorization

- You will receive an email with the subject line "UT Austin Background Check Authorization Request". Follow the link provided to authorize your employee background check
- Note: If you do not an SSN yet, leave that field blank.

On or After Your First Day of Work

Complete Onboarding in **Workday**

- Payment Elections (available after I-9 is complete)
- Benefits Questionnaire (available after all other items are complete)
- UT Learn Compliance Training

- Change Emergency Contact
- Edit Personal Information. Make sure that there is a utexas.edu email address listed as your Work Email, or you may miss important communications.
- Update Professional Profile
- Active Military Questionnaire
- Change Self Identification of Disability
- Change Veteran Status
- Worker Additional Data: (Direct Deposit Declaration, Selective Service Status, Campus Mail Code, Restricted Release Information, Nepotism, Former Foster Child)
 - Your Campus Mail Code is D8600

Acknowledge the **Acceptable Use Policy**

- To complete this, you may need to look up your supervisor's EID in the UT Directory: <https://directory.utexas.edu/>

Conflicts of Interest Policy

- Read both the policy and the statute of law concerning conflicts of interest within three business days of beginning employment.
 - [UT Austin Individual Conflicts of Interest](#) (HOP 5-2010)
 - [Texas Statute § 572.051- Standards of Conduct and Conflict of Interest Provisions](#)

Academic Student Employees with 20 Hours of Employment

This section applies to students in the following titles for 20 hours per week or more: **assistant instructor (AI)**, **teaching assistant (TA)**, **graduate assistant (GA)**, **graduate research assistant (GRA)**, **academic assistant (AA)**, or **tutor**. Multiple jobs in these titles can be combined to reach the 20 hour threshold.

Resident Tuition Entitlement

- If you not a resident of Texas, you may apply online for resident tuition at <https://utdirect.utexas.edu/acct/fb/waivers/index.WBX>
- You must apply for this waiver every semester that you have 20 hours of academic employment

Health Insurance (Graduate Students Only)

If you have at least 20 hours per week of employee for at least 4.5 months, you are eligible for free [health insurance through the university](#).

- If you have 20-29 hours of academic employment, you will be automatically enrolled in [AcademicBlue SHIP](#).
- If you have 30+ hours of academic employment, you will be automatically enrolled in [UT Select](#).
- To receive the Basic Coverage Package and enrollment invitation, you must complete the following onboarding tasks in Workday: Benefits Questionnaire, Change Contact Information, Change Personal Information

International Student Employees

Social Security Number (SSN)

If you don't already have a social security number, you will need to apply for one.

1. The School of Information will send you an [Employment Verification Letter](#). Take this to Texas Global for a signature on the bottom portion.
2. Apply in person at the Social Security Office.
3. When your social security card arrives in the mail, you will need to take the following steps:
 - Notify Payroll Services by uploading a copy of the SSN card to their [secure dropbox](#) or fax it to 512-471-1299.
 - Contact Dona Kurtz at dona@ischool.utexas.edu to update your Form I-9 and employee record in Workday.
 - Update your SSN in GLACIER (see below).
 - **Please do not send your social security number or a copy of the SSN card by email.**

Coronavirus update: The iSchool will send you the Employment Verification Letter electronically. To obtain Texas Global's signature, please [upload your completed letter in myIO](#). Please allow 5 business days for processing. The Social Security Administration is not taking walk-in clients, so call the Austin office at 1-866-627-6991 to make an appointment before visiting.

Health Insurance Waiver (Graduate Students Only)

If you are eligible for free employee health insurance, you may [apply for a waiver](#) of the required student health insurance.

- Deadline to apply:
 - Fall/Spring: 10th class day, 5 p.m.

- Summer: 1st class day, 5 p.m. of the first summer session
- Eligibility:
 - To be eligible for health insurance, you must have 20 hours of employment in academic titles (for example, GRA, TA, or Graduate Assistant (GA))
- More information: <https://global.utexas.edu/isss/advising-services/insurance/waivers>

GLACIER

GLACIER is a system that collects information about an individual's immigration status, citizenship, residency and history of presence in the United States (U.S.) to determine an individual's residency tax status (nonresident or resident alien for tax purposes) and eligibility to claim a tax treaty exemption and/or the nonresident social security tax exemption. You will receive an email asking you to log into this system and provide the required information.

Pay

Pay Days: <https://payroll.utexas.edu/paydays-and-deadlines>

Hourly Employees

Applies to student employees in the following titles: **Graduate Assistant (GA), Student Technician, Academic Assistant (AA), Student Associate, and Tutor**

Time Sheet Instructions

- Hourly employees must complete weekly time sheets in order to get paid.
- To complete your time sheets, [log in to Workday](#) and click on the "Time" icon. Work time is recorded in 15-minute increments, or blocks of .25 hours. You'll need to round off your time worked to the nearest 15 minutes, and record that on your time sheets. There is a training video on how to enter your time here: <https://vimeo.com/294569380/1bdf5490a8>
- The pay periods for hourly employees are the 1st of the month through the 15th of the month, and the 16th of the month through the last day of the month. **Time sheets are due on the last day of the pay period, ie, the 15th and last day of each month.** It is your responsibility to make sure that your time sheets are submitted and approved on time, in order for you to get paid on time.
- Hourly pay dates are 5 business days from the last day of the pay period.

Monthly Employees

Applies to student employees in the following titles: Teaching Assistant (TA), Assistant Instructor (AI), Graduate Research Assistant (GRA)

- Monthly employees are not required to complete timesheets
- Monthly employees are paid on the 1st workday of the month, for work done in the preceding month.

Helpful Links

Workday - <https://www.myworkday.com/utaustin/d/home.html>

HR | Student Employment - <https://hr.utexas.edu/student>

HR | Student Employment FAQ - <https://hr.utexas.edu/student/student-employment-qa>

HR | New Student Employment Checklist - <https://hr.utexas.edu/student/new-student-employee-checklist>

Graduate School | Student Employment - <https://gradschool.utexas.edu/finances/student-employment>

Graduate School | Guidelines for Summer Employment - <https://gradschool.utexas.edu/summer-employment>

Texas Global | On Campus Employment - <https://global.utexas.edu/isss/immigration/on-campus-employment>