Teaching Assistants and Graduate Research Assistants

Checklist

Fall: Please be sure to attend a CS department information session and New TAs/GRAs should sign up for an insurance orientation through the Human Resources web site: https://utdirect.utexas.edu/txclass/clisting.WBX?component=0&course_prefix=PN&course_number=200&class_begin_date_yyyy=2010&class_begin_date_mm=06&class_begin_date_dd=30 verify link ???
Login and sign up for a session.

___ Download and review the Computer Science Checklist For New Students, http://www.cs.utexas.edu/graduate-program/incoming-students

___ Provide Award of Masters degree. The official University records must document the award of the Masters degree by the 20th class day of the semester in order for a student to receive the master’s level stipend. New students earning a masters degree at their previous institution should submit their official final transcript documenting the award of this degree and the semester earned to GIAC, as soon as possible. The transcript must be delivered to GIAC in a sealed envelope. Mention to GIAC that you are giving them proof of having earned a masters degree and request that it be added to your official records as quickly as possible as it affects your stipend. GIAC: http://www.utexas.edu/ogs/admissions/usgradcontact.html

___ Register full-time for the semester(s) you are employed (minimum of 9 hours in Fall or Spring, minimum of 3 hours in Summer). You must be registered and tuition and fees paid for your work assignment (also called an appointment) to be processed. PhD’s must be advised before they can register. http://registrar.utexas.edu/students/registration/before/

___ C S 398T requirement: New PhD students in the CS department MUST enroll in C S 398T during their first fall semester at UT Austin. This will take the place of registration in a CS 395 Conference Course for Fall.

___ Complete the Non-resident Tuition Waiver by reason of employment for teaching assistants and graduate research assistants. https://utdirect.utexas.edu/acct/fb/waivers/index.WBX. Click to “Request Waiver.” Follow the steps. You will receive a message when your request is approved. This reduces your registration to the resident amount only. You may request a waiver as soon as registration begins for any semester, but you MUST submit a request each semester before the last official class day of the semester.
Teaching Assistants Tuition Reduction Benefit (TRB) is received once the CS accounting office approves your work assignment. Any balance remaining on your bill is your responsibility.

Tuition and fees MUST be paid by 5 p.m. on the 4th class day. Confirm your registration (if zero balance) or pay the required amount to maintain your registration.
https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

Attend an Incoming Student Info session to make an appointment with accounting office to process electronic employment documents.

Submit social security number, proof of identity, and all electronic employment documents to the CS Accounting office, GDC 2.318, at your appointment time so your employee assignment can be created and entered into the UT System. See below under international students if you do not have a social security number (SSN).

Complete all employee information
https://utdirect.utexas.edu/payroll/po8/introduction.WBX in UT Direct so you will receive your paycheck. This cannot be done until an employee assignment is created for you so submit your electronic employment documents to the accounting office.

Choose how to receive your earnings statement. From UT home page (www.utexas.edu) in the top menu, click on Staff. Click the link to ‘show more entries’ under My Employee Information then choose Paycheck Profile. Log in with your UT EID and password. On the Paycheck Profile page, click on the link for Paycheck Distribution. Under the section for Direct Deposit, look for the heading “Go Paperless!” Check that box if you want to receive your earnings statement via email and you do NOT want a paper copy, or leave the box unchecked if you want paper statements. Click Update to save changes. A message will appear only once indicating when the changes will take effect. You can also access this through UTDirect, https://utdirect.utexas.edu/utdirect/index.WBX.

Check if your work assignment has received all approvals,
https://utdirect.utexas.edu/pnbiog/pnbiap.WBX

You must take the required Compliance Training modules:
https://utdirect.utexas.edu/cts/index.WBX

Review these two Human Resources web sites. Be sure to

1. sign up for an insurance orientation (bottom of page)
2. comply with all UT employee regulations,
http://www.utexas.edu/hr/student/new_student_employee_checklist.html
Review Teaching Assistant assignments at:
http://apps.cs.utexas.edu/ta/assignments/

Reminder: Teaching Assistant applications are only valid for one semester. Assignments are made approximately 2 weeks before classes begin and change through the 12th class day. To be considered for a Teaching Assistant position, you must fill out a new application each semester when it opens:
http://apps.cs.utexas.edu/ta/

Additional information For International Students

Social Security Number: A social security number is required for employment. Regardless of whether or not you currently have a social security number, when you go to the International Office for check-in, tell them you will be a TA or RA, and ask if you are eligible to apply for tax treaty benefits.

If you do not have a social security number and you were awarded a Teaching Assistant or Graduate Research Assistant position, you must be in the U.S. at least 10 days and registered 2 days before you can apply for a social security number. It will take some time for the SSN application to be processed. The government and university have hard deadlines, so arrive early enough for this process! Failure to allow 10 days will delay your paycheck. The Graduate Computer Science office has the necessary form letter to begin your application for a social security number.

If you have a Social Security Number, be sure to bring your Card with you in case it is needed to process your work assignment.

If you received a social security number since the time you applied to UT Austin, you must let us know.

You need official identification and proof you are allowed to work in the U.S. before your employment paperwork can be processed.

Teaching Assistants only - International Teaching Assistant (ITA) English Assessment and Workshop:

Students are responsible for making their own appointment by visiting this web site:
http://tiec.org/tiep/ita.htm

Some students may qualify for a waiver of the Assessment Test and Workshop: http://world.utexas.edu/esl/ita#cert_exempt_chart. If you have questions, please contact the Texas Intensive English Program http://tiec.org/tiep/ita.htm, email: ita.test@tiec.org, phone: (512) 477-9283, extension 145.

International Teaching Assistants who pass or conditionally pass the English Assessment must take the ITA Communication Workshop, found here:
http://world.utexas.edu/esl/ita - ita_program_calendar
Preparing for the English Assessment: http://world.utexas.edu/esl/ita - assessment_prep
International Health Insurance waiver:
https://utdirect.utexas.edu/isss/waive_insurance.WBX

Information about Student Insurance Waivers is available at:
http://world.utexas.edu/isss/insurance/waivers

Teaching assistants and Graduate Research Assistants should request an insurance waiver as soon as registration begins for any semester. A request MUST be submitted each semester you are a Teaching Assistant or Graduate Research Assistant.

Contact the International Office if you have any questions,
insuranceadvisor@austin.utexas.edu