

IMPORTANT INFO FOR STUDENTS WITH ASSISTANTSHIPS AND FELLOWSHIPS

Teaching and Graduate Assistants (TA/GAs) for 2007-2008 Academic Year

Work Schedule: Students working as TAGA's are advised that their appointment and responsibilities begin **August 23, 2007** and run continuously through to **May 21, 2008**. Full-time TA/GAs are required to work up to 20 hours per week, while part-time TA/GAs work up to 10 hours per week.

Work Assignments: TA/GAs will receive their specific assignments later in August and should make every attempt to contact their professor/instructor no later than **August 24th**. Students receiving fellowships should refer to their award letter for any specific requirements.

Work Terms and Conditions: TA/GAs are held to the terms and conditions contained in the documents they signed upon acceptance of their assistantships and awards, as well as all policies published by the University, The Graduate School, [The Graduate Student Manual](#), [The University Bulletin](#), and the Economics Department.

Human Resources Paperwork Requirements:

As soon as you arrive, you must go in person to the Paycheck Distribution Center, University Union East, Room 105 to complete the following paperwork. Your paycheck will be delayed several weeks if these documents are not completed. Make sure you bring the appropriate documents with you.

The following employment documents must be completed as soon as you arrive on campus at the Paycheck Distribution Center, University Union East, Room 105.

- **I-9 Form** : Before you can be placed on the TA/GA payroll, you must complete an **I-9 Form**. **This form must be completed in person at the** Paycheck Distribution Center, University Union East, Room 105. Because this form requires specific documentation (that new graduate students must bring with them to the HR office), we recommend that you review the [I-9 form and instructions](#) prior to leaving for Binghamton.
- [New York State tax exemption form](#)
- [Federal tax exemption form](#)
- [Direct deposit form](#) – you are highly encouraged to complete this form, so that your paycheck may be deposited directly into your bank account.
- **Public Officers Law**: As an employee of the State of New York, you are bound by the [Public Officers Law](#). You are asked to review this policy and sign the oath card (available from Human Resources staff.)
- **Please bring the following documents with you:**
 - **International Students**: Binghamton I-20/DS-2019 and I-94 card (the I-94 arrival/departure card will be issued to you upon your arrival in the U.S.).
 - **US Citizens and Permanent Residents**: Two forms of identification (see acceptable forms at <http://humanresources.binghamton.edu/forms/i-9.pdf>)

All TA/GAs must complete an I-9 Form on or before their first day of employment. Federal policy prohibits working before the I-9 is completed. TA/GAs who do not submit an I-9 Form before the third day of employment may not be appointed or paid until after the next pay period (approximately one month) and must not perform any service for the university.

If you have question about any of these Human Resources documents, please go to <http://humanresources.binghamton.edu/bustudentemployees.html>. The Human Resources Office typically has tables set up outside Graduate Student Orientation.

Health Insurance Benefits:

As a member of the Graduate Student Employees Union, you are eligible for health insurance.

Health insurance (SEHP) enrollment

- Available to eligible ga/ta employees and their dependents
- Must enroll within first 45 days of appointment or be subject to waiting period
- F1 visa holders MUST enroll in health insurance
- You must come to Employee Benefits, Couper Administration Bldg. room 207-211, to enroll in this health insurance program in person (x74850)
- J1 visa holders are ineligible for this insurance – contact ISSS office (x2510) on campus

Requirement to Obtain New York State Residency:

As the recipients of tuition scholarships, all TAs and GAs who are U.S. citizens or Permanent Residents are expected to obtain New York State residency immediately upon arriving to campus. If a TA or GA fails to obtain residency during his/her first semester on campus, the student will be billed for the difference between in-state and out-of-state tuition during his/her 2nd and remaining semesters. If residency cannot be established, a Tuition Appeal form must be completed and submitted to the Graduate School. Exceptions to this requirement are made for students who are not eligible to become residents of New York, such as international students on temporary (F and J) visas.

For details about establishing New York State residency, visit the Student Accounts' website at:

<http://studentaccounts.binghamton.edu/residenc.htm>.

Paychecks: You must complete the above paperwork requirements before you can receive a paycheck. Payroll is issued every two weeks for 19.5 pay periods. The state pays on a 2 week lag basis, therefore you will need to complete your first 2 weeks of employment and you will receive your paycheck two weeks after that. If you have completed all of your paperwork at the Human Resources office and if you started work on August 23rd, you should expect your first paycheck on **Wednesday, September 19, 2007**.

Virtual Orientation:

You must complete The Graduate School's Virtual Orientation at <http://gradschool.binghamton.edu/ps/orientation/default.asp>. Your user ID and password have already been emailed to you. If you have forgotten them, use the "Log In Help." Comprehensive information is posted on this site about all aspects of new student life. We strongly suggest you complete the orientation modules before arriving in Binghamton. Instructions will also be provided regarding how to access your Binghamton University email account, currently available for your use.

Mandatory Ethics Training:

You must complete mandatory online Ethics Training, or you will be blocked from registering from your second semester of classes. We strongly suggest you immediately complete this requirement before arriving in Binghamton. Log on to Virtual Orientation for details at <http://gradschool.binghamton.edu/ps/orientation/default.asp>.

Mandatory Payment of Fees:

All TA/GA's are responsible for paying their fees by the **due date of August 15, 2007**, which total approximately \$500 per semester. Details are available on Virtual Orientation. Bill payment details and online payment instructions are located on the Student Accounts website at <http://studentaccounts.binghamton.edu/>.

GRADUATE SCHOLARS FELLOWSHIP AWARDS

Award Details: Graduate Scholars Fellowships are merit-based award for Graduate and Teaching Assistants who have demonstrated academic excellence. A Graduate Scholar may receive an award for one or more semesters (see your offer letter for details).

Award Payment: Graduate Scholars Fellowships are paid in lump sums amounts by check. Checks are issued at the beginning of the fall and spring semesters and in the summer. You will receive an e-mail when your check is ready to be picked up (for Fall, either around September 1st or October 1st). The e-mail will tell you the check pick-up location.

Still have questions? We're here to help!

For questions regarding:	Contact:	Contact Information:
Teaching or Graduate Assistantship Appointment	Your department secretary or Michelle Harder, Graduate School Funding Assistant	miharder@binghamton.edu ; 607-777-2239
Tuition Scholarship	Michelle Harder, Graduate School Funding Assistant	miharder@binghamton.edu ; 607-777-2239
TA/GA Employment Forms	Kate Hastings, Human Resource Office	hastings@binghamton.edu 607-777-4185
TA/GA Medical and Other Benefits	Jane Sprague, Human Resources Benefits Office	jsprague@binghamton.edu 607-777-4850
Graduate Student Employees Union (GSEU)	GSEU Website	www.gseu.org
Student Bill Payment	Student Accounts website	http://studentaccounts.binghamton.edu/ .
Any other questions regarding your graduate education	The Graduate School	http://gradschool.binghamton.edu/ ; 607-777-2151; gradsch@binghamton.edu
Financial Aid (student loans for domestic students only; information about bank loans for international students with a U.S. citizen cosigner)	Financial Aid Office	Student Wing Room 109 (607 777-2428). Office hours are 9:30 am to 4:00 pm, Monday through Friday (summer semester: 9:30 am to 3:30 pm, Monday through Friday). http://bingfa.binghamton.edu