



## Graduate Assistant Hire Instructions

**Welcome** to the School of Architecture, Planning and Preservation. Please direct all of your questions to:

[Monica Herrera](#), HR Manager

Ph: 301-405-6282

[mherrera@umd.edu](mailto:mherrera@umd.edu)

School of Architecture, Planning and Preservation Room 1107A

College Park, MD 20742

### **Appointments & Payroll**

- Program Assistants provide email, resume, contact info to Monica Herrera
- Monica begins I-9 Employee Eligibility Verification – Employees please follow I-9 instructions in email you will receive from Monica Herrera
- Employees provide SS#, Birthdate, Copy of Diplomas (BA, MA & PhD) or transcripts to Monica Herrera (Faculty/Exempt)
- Employees provide two (2) forms of I.D's that Establish Identity and Employment Eligibility to Monica Herrera

Employees complete the following forms in **BLACK INK, NO MISTAKES**, and **ORIGINALS** delivered to Monica Herrera

- [Payroll Direct Deposit Authorization Form](#)
- [Form W-4 \(Maryland, DC & WVA\)](#)

**1) Benefits** (employees, please follow online instructions, if applicable)

- [Health Insurance Information](#) (Paperwork to State)
- [Tuition Remission](#) (Paperwork to USM)