TO: Graduate Assistants and Fellows in Computer Sciences

FROM: William J. Gorman, Assistant to the Head (CS 102, 494-6004, wjg)

DATE: 15 August 2003

1. VERIFICATION OF IDENTITY AND ELIGIBILITY FOR EMPLOYMENT. ALL graduate assistants and fellows paid by or through Purdue must attend a payroll sign-up session. You must bring with you the following original documents:

   International students: passport, I-94 card, approved work authorization (I-20 or DS 20-19), and, if you have one, your Social Security card.

   U. S. citizens: Two forms of identification (e.g. Social Security card, driver’s license, passport, birth certificate).

New graduate assistants and fellows. You must attend one of the following 60-minute payroll sign-up sessions in STEW 310 if you have not attended such a session already.

   Monday, 18 August, 13:30 or 15:00
   Tuesday, 19 August, 09:30, 10:30, 13:30, or 15:00
   Wednesday, 20 August, 10:30 or 13:30

If you are an international student or need to obtain a Social Security card, you should arrive at least a half-hour early for the session.

Continuing graduate assistants and fellows. You must attend one of the following payroll sign-up sessions in CS 101, if you have not already signed up:

   Thursday, 21 August, 14:00 – 16:00
   Friday, 22 August, 08:30 – 10:30

If it is impossible for you to attend any of these, see Tammy Muthig in CS 273 on Friday, 22 August.

2. NEW ASSISTANTS: SOCIAL SECURITY NUMBERS. The CS Business Office must know your Social Security number. (This does not affect your right not to use your Social Security number as your student identification number.) If you do not have a Social Security number, apply for a Social Security card immediately because it may take two or three weeks to obtain one. CS Business Office can furnish you with directions.

You will need a copy of your letter of offer when you apply. If you do not have the original or a copy, ask at the Graduate Office (CS 102, 494-6004).

Student identification numbers assigned by the University (they typically begin with 999) are not Social Security numbers.

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3. **ASSIGNMENT.** Your assignment should be indicated on the "Census of Graduate Students". Assignments to specific sections of a course should be made at the first staff meeting, which the course supervisor may call during the week before classes (orientation week). Assignments are subject to change.

4. **REPORTING.** Research assistants report to their supervisors. Teaching assistants report to me, new teaching assistants at 09:00, Monday, 12 August in CS G066.

5. **TEACHING ASSISTANT ORIENTATION.** New CS graduate teaching assistants and continuing CS graduate students assigned to teach for the first time in this department must, as an assigned duty, participate in the TA Orientation unless excused by me. The schedule is available at the CS homepage / Graduate / Orientation.

6. **REGISTERING.** If you have not done so already, see your advisor promptly to select your fall semester courses and register not later than Wednesday, 20 August. I recommend that you study our course offerings (CS homepage / Courses) and, if appropriate, the regulations of the doctoral qualifying process (CS homepage / Graduate / Curriculum / Doctoral Program) and discuss your choice of courses with some continuing graduate students before you visit your advisor.

7. **OFFICES.** See Candace Walters (CS 210, 494-9206, clw) for office assignments and keys or if you have questions regarding your office assignment. *No exchanges may be made without her prior permission.*

8. **MAILBOXES.** See the departmental receptionist (CS CS 164) for the location and key of your mailbox. Those sharing your mailbox with you will appreciate your removing your mail frequently.

   Please do not have personal mail sent to you at the department.

9. **TUITION REMISSION.** If you are employed as a CS graduate assistant, you must have the "Primary Staff Classification" portion of your course request (Form 23) filled out and signed every semester and summer session to obtain the reduction of tuition and fees to which you are entitled. See the Graduate Secretary (CS 102) for this certification when you register.

10. **EMPLOYMENT OUTSIDE CS** If you are also employed elsewhere in the University, make sure that your other employer and I both know it (so that one appointment does not cause the other to be deleted).  

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11. **PAYCHECKS.** For graduate assistants employed by this department, the first paycheck of the semester should be issued on 15 September. You will receive instructions later on when and where to pick up your check. Subsequent pay dates will be near the end of each month, including September.

Fellows will be paid on the last working day of each month beginning in August. For fellows who do not register for the following summer session, the last check of the academic year will be issued in April (for a total of nine checks).

If you have your check deposited directly into your bank account, the CS Business Office will send the deposit stub to your mailbox, if you have one in this department.

*Checks not picked up within two weeks of pay dates may be returned to the University Payroll Office.*

12. **INSURANCE.** Please direct to the CS Business Office (CS 273) all your questions regarding insurance for Purdue employees.

13. **RESEARCH ASSISTANTS.** If the work you will be doing will be applicable toward a thesis, you should register for thesis research (CS 698 or 699), three hours for each quarter-time of your appointment (thus six hours for the usual half-time appointment). If you will be working on your thesis more or less than the percent time for which you are paid, you should register for more or fewer hours of thesis research.

If you are working full-time on your thesis and course work, you should register for enough hours of thesis research to bring your total registration up the 18, the maximum. This represents you more accurately as a student — and will get you maximum residence credit.

14. **GRADUATE ASSISTANTS.** Some bookstores give discounts to graduate assistants. Ask at the Graduate Office (CS 102, 494-6004) if you need a certification of your position.

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