**Office of Graduate Studies (OGS)**

**Assistantship Recipient Checklist**

The following checklist is designed to help you understand your assistantship offer, your rights and responsibilities as an assistant, and important next steps you will need to take in order to maintain assistantship eligibility. Note that your hiring department may have additional policies or requirements related to assistantships.

* **Review your Assistantship Form carefully before signing.** Verify that all personal information is correct (including your UNM ID number). Details about your work dates, salary, and tuition award (if applicable) are included on the Assistantship Form. Your hiring department can answer most questions regarding your assistantship offer. Return the signed form to your hiring department – they will gather any necessary signatures and then route the form to OGS for review and processing.
* **If you wish to be covered on health insurance, do NOT initial to DECLINE the insurance on your Assistantship Form.** You will automatically be enrolled in health insurance coverage upon approval of your contract by OGS, provided that you meet the assistantship eligibility requirements (see below). An insurance packet with ID card will be mailed to you from the insurance provider around the fifth week of the semester. If you need verification of coverage before this, you can print a temporary ID card from the insurance carrier website: <http://www.studentinsurance.com/Schools/NM/UNM/>
* **If you have never been employed by UNM before, or if there has been a break in employment with the University of more than 90 days, you *must* complete additional hiring documents at OGS:**
* W-4
* Direct Deposit Authorization (if desired; contact Payroll Office for pay card option. (Please bring a voided check or deposit slip to attach to the Direct Deposit form. )
* I-9 Form – Section 1 of the I-9 Form must be completed by the employee no later than his or her *first day of work,* as indicated by the assistantship contract start date. I-9 Form Section 2 **must be completed in person with OGS staff** *within three (3) business days of the employee’s first day of work*. Proof of your identity and eligibility to work in the US must be provided in order to complete the I-9 Form. A list of acceptable documents can be found here (see page 5): <http://www.uscis.gov/files/form/i-9.pdf>

**If you do not report for work on your contract start date and/or meet the deadline for I-9 certification at OGS, your contract will be cancelled and, if reissued after receipt of documentation, will require a change in start date and proration of salary.**

* **You must enroll for at least 6 credit hours in order to hold an assistantship** (Fall and Spring semesters). There are **no exceptions** to this requirement, so check your registration to make sure you are registered for a minimum of 6 credit hours throughout the time you hold the assistantship, and that there are no holds or errors that have prevented or reduced your enrollment. Courses taken for audit do not count toward the enrollment requirement. If you are not enrolled for at least 6 hours at the end of the third week of the semester, your assistantship contract will be cancelled and you will not be covered on health insurance for the entire semester, even if registration problems are resolved later.
* **If you have multiple assignments** (e.g. additional assistantships or student employment), make sure that your total combined FTE on all jobs does not exceed **.75 FTE for domestic students** (30 hours per week), or **.50 FTE for international students** (20 hours per week). Assistantship recipients may not concurrently hold a University of New Mexico staff or faculty position.
* **Your tuition award, as indicated on your Assistantship Form, can be viewed on your Financial Aid summary on LoboWeb** (<http://my.unm.edu> ,“Financial Aid” tab.) Please note that you may see only an *estimated* tuition award on your Financial Aid summary; this will be replaced with your actual tuition award upon receipt and processing of your assistantship contract at OGS. (Also note: for non-resident students, the non-resident tuition waiver may not be applied to your account at the same time the resident tuition waiver is applied.) ***Assistantship recipients are flagged to prevent enrollment cancellation (disenrollment).***  If your full tuition award appears not to have posted by the fourth week of classes, contact OGS.
* **Make sure that you and your supervisor have reached a clear agreement about your duties and work schedule**.
* **You must provide a current mailing address.** You can update your mailing address by logging into [http://my.unm.edu/.](http://my.unm.edu/); click on **LoboWeb.** Then click on “Personal Information” to update your mailing address.
* **Once your assistantship has been approved and your first payroll has been processed, you can view/print your pay stub** and manage your W-4 withholding and direct deposit information on LoboWeb (<http://my.unm.edu> , “Student Employee” tab).
* **Required training for all assistantship recipients must be completed** no later than November 30, 2013. To complete the required training, log in to <https://learningcentral.health.unm.edu> and go to your Learning Plan. (Note that your Learning Central account will be activated once your contract has been approved by OGS. If you have a spring or summer contract only, you will not be required to take the training unless your assignment is extended into the next academic year.)

Additional information on the health insurance can be found on the Student Health Center website at: <http://shac.unm.edu/shi.html> or on the health insurance carrier website at <http://www.studentinsurance.com/Schools/NM/UNM/>

Please review the Policy for Administration of Assistantships for any further questions regarding assistantship policy and procedure:

<http://ogs.unm.edu/funding/assistantships.html>

If you have any questions that you cannot resolve by talking with your supervisor or department administration, please contact the Office of Graduate Studies (OGS) at 505-277-2711.

Thank you for your work on behalf of the University.