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Division of Human Resources

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MEMORANDUM

TO: DEANS, DIRECTORS & DEPARTMENT HEADS
FROM: DIVISION OF HUMAN RESOURCES
SUBJECT: GRADUATE STUDENT EMPLOYEE ORIENTATIONS
DATE: JULY 26, 2005

We are pleased to offer three more sessions for the new graduate student employee orientations. These sessions are in addition to ones announced previously and will be held on:

**August 29th, 30th and 31st
1:30 p.m. - 3:00 p.m.
Bartlett Auditorium, room 65**

Please note:

- Only new graduate student employees need to attend an orientation.
- The earlier the orientation attended, the better able we will be to process compensation in a timely fashion. Please encourage as many new graduate employees as possible to attend an August orientation *and to bring I-9 supporting documents to the orientation*. Commonly used I-9 documentation for US residents include:
 - U.S. Passport, or
 - a birth certificate and drivers license *or* school identification w/photo, or
 - a social security card *and* drivers license *or* school identification w/photo
- Everyone should bring their original social security card with them to orientation.
- Remember: the orientation for international employees is scheduled through the International Program Office and will occur on September 1st. New grads who attend the international orientation do not need to attend a separate grad employee orientation.

During the crunch of the first few weeks of the academic year Human Resources and the Assistantship Office will need as much lead time as they can get to process thousands of

Graduate Appointments. As you know, these orientations accomplish the completion of all paperwork necessary (other than the assistantship form) to get our new graduate students paid. Additionally, the sessions will familiarize students with policy regarding health and dental care options. Your assistance in communicating with every new graduate employee in your department and encouraging them to attend one of these late August orientation sessions is essential to the smooth and timely payment of our new employees.

Thank you, as always, for your assistance in ensuring the accurate and timely payment of our graduate employees. If you have any questions please feel free to contact the Graduate School at 5-5289 or the Division of Human Resources at 5-0380.