

New Graduate Student Employee Checklist

Instructions: This form is a guide for graduate students who have obtained an offer of employment at Texas A&M University at Qatar. You will receive this form from The Office of Graduate Studies. **Please follow each step of the form in order**, and keep it with you until the completion of your orientation. Return the completed form to The Office of Graduate Studies. Make sure all boxes are completed.

Graduate Student's Name: _____ **UIN:** _____

Title: _____ **Office Number:** _____

Department: _____ **Supervisor:** _____

Offer Start Date: _____ **First Day to Report for Work:** _____

Department:

FIRST DAY: See your Department Administrator/Direct Supervisor for: **Initials:** _____

- Introduction to coworkers
- Work/lunch hours, flexible work schedule
- Schedule training for job duties as necessary
- Appearance expectations
- Office supplies / location

Graduate Studies Orientation:

*** FIRST DAY: Visit with The Office of Graduate Studies for:** **Initials:** _____

- Tuition payment and housing invoices
- Course registration and continuous registration requirements
- Graduate Student Association
- Professional Development opportunities
- Ombudsman Services
- Work Schedules
- Contract renewal and exit formalities
- Degree Plan and other forms
- Deadlines

Building Operations and HSSE Department Orientation:

*** FIRST DAY: See Front Desk Office Assistant (4423-0032, Office 225) for:** **Initials:** _____

- New Employee Access Form for building access
- Request a vehicle access badge
- Hawiyati QF card

Information Technology Department Orientation:

*** FIRST DAY: See IT Generalist II (Rochellee, 4423-0623, Office 139J) for:** **Initials:** _____

- Domain account, email, etc.
- NetID Account Activation
- Schedule IT orientation

Human Resources (HR) Department Orientation:

* **FIRST WEEK:** Email Nancy Abraham for an appointment (nancy.allaham@gatar.tamu.edu) for:

Initials: _____

- QF provided medical insurance health card enrollment
- Hamad Hospital Health card information
- Setup a local bank account
- Coordinate arrival of personal goods shipment
- SSO and Workday Orientation
- Mandatory online training

Immigration Orientation:

* **FIRST WEEK:** See Student Immigration (Jan Sweis, 4423-0236, Office153K) for:

Initials: _____

- Student residency permit or visa extension documents.
- Passport(s) (original)
- Photos (4 passport size photos with colored background)
- Blood type (copy)
- Medical appointment
- Fingerprinting appointment
- Exit Permit is required to travel and must be requested at least one week prior to travel.
- Copy of passports, visas, and entry stamps must be kept with them at all times until the completion of the residency permit process.

Business Operations Department Orientation:

New employees can see Business Operations in 341 during these times, no appointment necessary:
Sunday & Tuesday: 8:00am – 10:00am or Monday and Wednesday: 2:00pm – 4:00pm

***FIRST WEEK:** See any Business Operations staff (Suite 341) if you have any questions pertaining to the items listed below.

Initials: NA

- The following information is available at <https://u.tamu.edu/maloomat> or by visiting **Marhaba>Departments>Business Operations>Maloomat**
 - Payroll Calendars
 - Instructions for filling out timesheets
 - TAMUQ Business Operation Procedures and Guidelines
- All relevant payroll paperwork may be found in the Business Operation folder on Marhaba <https://marhaba.qatar.tamu.edu> under Maloomat (Qatar Bank Direct Deposit form, if applicable, and the Tax Residency Form) and email to payroll@gatar.tamu.edu .

My signature below verifies I have received all the orientation items listed above.

Employee signature: _____ Date: _____

Return form to The Office of Graduate Studies