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:**

- 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:**

- 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:**

- 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:**

- 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@qatar.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@qatar.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