

## Spring 2023 TA / AI Employment Checklist—Studio Art, Art Education, and Art History

Congratulations! You have been appointed to work as a TA or AI during the Spring 2023 Semester. Please make sure to read this entire document and follow the instructions below. More information can be found on the [New Student Employee Checklist](#).

1. **Appointment Contract:** This document will be sent to you via DocuSign. An example is included below. Dates of your spring appointment are January 16 – May 31, 2023. Appointment contracts are sent by January. Paycheck dates are approximately the first of each month. If you are hired for the spring semester, you will receive your first paycheck on February 1 and your last on June 1 (please note: if you are a new TA for the spring semester, the first check will only reflect 50% of the normal amount since you're only working 15 days in January). If you are hired for the entire academic year, you will continue to receive a check until June 1.

Again, you will be sent your Appointment Contract via DocuSign (emailed). Please review all requirements regarding registration, payment, and incomplete grades, and sign by January 15. When complete, you will receive a copy of your contract via email.

2. **Background Check:** Please be aware you will be receiving an email from [hqs-bgcheck@utlists.utexas.edu](mailto:hqs-bgcheck@utlists.utexas.edu) requesting authorization to perform a background check. This is not spam! Please complete it as soon as you receive it. Please contact Jill Velez [jill.velez@austin.utexas.edu](mailto:jill.velez@austin.utexas.edu) for assistance.
3. **Workday:** You will receive an email invitation from UT's hiring system: [Workday](#). Please login and complete all the tasks that show up in your Workday inbox, which include requests for information such as contact info, direct deposit, withholding, step 1 of the I-9 process, etc.
4. **Employment Authorization:** You are required by law to have a completed I-9 on file by your first official day of work (01/16/2023), so it is very important that all I-9 tasks are completed by then. There are 3 steps to this process: 1. Complete the "Step 1 of the I-9" task in your Workday inbox. 2. *Please gather your documents now* to be sure you have everything you need. Refer to the list of acceptable documents [found here](#). 3. Complete an I-9 form either in person or remotely. Jill Velez will be sending more info on this process soon, but again, please start gathering your documents now.
5. **Selective Service:** All U.S. male employees between 18-25 must complete the eligibility and verification process. You must do so by Sept 1. If this pertains to you, this task will be included in your onboarding tasks in Workday.
6. **Claim Resident Tuition Entitlement by Reason of Student's Employment:** If you are appointed for 20 hours per week AND you are a **non-resident of Texas**, you must go to [UT Direct](#) to claim a waiver for the non-resident portion of tuition. You must do this every semester after registration and prior to payment. See Section A below entitled "How to Claim Resident Tuition" for more information.
7. **Tuition Reduction:** The University pays part of your tuition and fees as an employment benefit: 20-hour TAs/AIs receive a \$5,183 reduction; 10-hour TAs receive a \$2,592 reduction. See Section B below entitled "Tuition Reduction Benefit" for more information.
8. **Insurance Benefits:** If your contract is for 20 hours per week, you are entitled to [University-sponsored health insurance benefits](#). You will be prompted to select benefits through the onboarding tasks in Workday, generating an email to be sent to you with a link to [My UT Benefits](#). You will be given the option to elect additional benefits when enrolling, such as vision or dental. Full enrollment is due by the end of September

(within 30 days of your start date). Detailed information about the insurance options offered by the university is available on the [Student Employment Insurance Benefits](#) page. See Section C (page 4) below entitled “Insurance Benefits for 20-hour per week TAs/AIs” for more information.

9. **International Students Health Insurance:** International students with a 20 hour per week TA assignment must request a waiver of the mandatory international student insurance if they do not want coverage. For more information and/or to waive coverage, please go to this site: [International waivers](#). You must do this EVERY semester to avoid being charged for the international insurance. The Student Insurance charge will be removed; however, the Medical Evacuation and Repatriation fee will remain on the bill. Click here to see your bill: [My Tuition Bill](#). Questions can be directed to [intlinsurance@austin.utexas.edu](mailto:intlinsurance@austin.utexas.edu).
10. **TA/AI Trainings:** New employees are required to complete online compliance and safety training about university policies, duties, benefits, teaching tips, and mandatory ethics training within the first 30 days of employment. You will receive an email directing you to [UT Learn](#).
11. **Parking Permits:** 20-hour TAs/AIs are eligible for [Class "A" parking permits](#). Parking information is included in the general orientation packet as well. More info can be found on the [Parking and Transportation page](#).
12. **Review Checklist:** Please check the [New Student Employee Checklist](#) to be sure you have completed everything!

#### **Office Information:**

**Keys:** Ask your supervisor what keys you will need and request them by emailing the Art and Art History Building Technician, Theron Smith, at [theron.smith@austin.utexas.edu](mailto:theron.smith@austin.utexas.edu). Once you receive a key slip you can pick up your key(s) at [Lock & Key Services](#). Contact Clare Thoman (Grad Program Coordinator) if you are missing keys. Studio: Contact your course supervisor for door code, if applicable.

#### **Office Hours:**

If you are assigned an office, please work with the correct contact to set up in-person office hours, if applicable:

AED: Graduate Advisor, Prof. Chris Bain

ARH: Jill Velez, Admin Associate

Studio Art: Course supervisor

Appointment Contract [EXAMPLE]

January 1, 2023

The Dean of the College of Fine Arts has recommended your appointment to the following position:

Student Name	Title	Dates of Appointment	Hours/Week	Number Months	Monthly Rate (4.5 mons)	Total Salary
<b>Example ART</b>	<b>Teaching Assistant</b>	<b>01/16/2023 - 05/31/2023</b>	<b>20</b>	<b>4.5</b>	<b>\$ 2,174.44</b>	<b>\$9,785</b>

Your primary work assignment in the Department of Art and Art History will be:

Area:	<b>Studio Art /Art Education/Art History</b>
Faculty Supervisor:	<b>Professor Professorson</b>
Assigned to	<b>20 hours in Painting and Drawing 302</b>

This appointment is subject to the provisions of the Rules and Regulations of the Board of Regents, the Handbook of Operating Procedures of the University of Texas at Austin, and the academic and instructional criteria and policies established by the Department. The salary represents the gross salary and is subject to deductions as required by State and Federal law for Old Age and Survivors Insurance, and withholding for income tax.

In addition to your salary noted above, the University is awarding Tuition Assistance in the amount of \$5,183 for those serving 20 hours a week and \$2,592 for those serving 10 hours a week. Those with a 20-hour appointment receive premium sharing for the University’s group health insurance coverage.

To qualify for this appointment, you must (1) be admitted to the Graduate School (by a separate letter) or, if already admitted, be in good standing at The University of Texas at Austin, and (2) be registered for no less than nine semester hours of course work during each semester of the long session (and three semester hours during the summer session). As required by the Immigration Reform and Control Act, anyone employed by The University of Texas at Austin must provide Human Resource Services, with the first three (3) days of employment, documentation to establish identity and evidence of employment.

Specific work assignments are subject to change if the department finds it necessary to make modifications in course offerings, instructional assignments, or other adjustments in the instructional programs for the semester/term. The chair of the department will inform you of any pending change of the work assignment.

\_\_\_\_\_  
Dr. Susan Rather  
Department of Art and Art History

Please confirm your acceptance of this appointment by printing this document, signing below and returning it to the Graduate Coordinator by January 15, 2023

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How many hours are you registered for this semester? \_\_\_\_\_

**Please initial that you have read the following requirements:**

You understand that you must pay your fee bill before being appointed to this position \_\_\_\_\_ (init)

You understand that you cannot have outstanding incompletes to be appointed to this position. \_\_\_\_\_ (init)

You must stay in good academic standing. \_\_\_\_\_ (init)

## A. How to Claim “Resident” Tuition [If you are a Texas resident, skip to part B.]

- **If you are a non-resident of Texas**, and IF you are awarded a 20-hour TA or AI position, you must go online EVERY semester to claim a waiver of the non-resident portion of tuition.
- This first time, you must wait until you are registered to claim this benefit.
- Then pay (at least apportion of) your amended Fee Bill by 5:00 pm on **January 25. Your TA appointment cannot go through until you pay and confirm attendance.**

This **Resident Tuition Entitlement** is only available through the web in *UT Direct* (bookmark, make it a repeating task in your calendar!):

- Go to: [https://utdirect.utexas.edu/acct/fb/waivers/rte\\_request.WBX](https://utdirect.utexas.edu/acct/fb/waivers/rte_request.WBX)
- Click on **Request Waiver** on the left.
- Fill in Request for Semester: **Spring 2023**
- Based on: **My Employment**
- Place: **University of Texas at Austin**
- Eligible Job Title: **Teaching Assistant (non-faculty)**
- Eligible Employees ID: **Enter your UT EID and Name**
- Review and Certify: **I have read and agree to the above statement.**

You'll receive a message that the request is approved. Once approved, the waiver will be subtracted from your bill immediately. You may review the revised tuition amounts on "[My Tuition Bill](#)." **The waiver will be listed as “LESS EXEMPTION/WAIVER.”**

## B. Tuition Reduction Benefit

Under this program, TAs and AIs receive [tuition reductions](#) from the Office of Graduate Studies. The amount is dependent on the number of hours of the TA/AI appointment (10-19 and 20+). It is paid on a semester basis. The subtraction will be listed as “LESS THIRD-PARTY BILLING.” Check your bill the first week of classes to ensure this has been applied.

## C. Insurance Benefits for 20-hour per week TAs/AIs

TAs and AIs with a 20-hour-a-week position are eligible for insurance benefits. TA/AI appointments are written in 4.5-month segments to allow for this insurance benefit: Fall September 1 - January 15 (with coverage through January 30) and/or Spring January 16 - May 31. All benefits-eligible employees receive the employee-only insurance package from their first day of benefits eligible employment. See: <https://hr.utexas.edu/student/student-employee-insurance-benefits/academic-graduate-student-employee-insurance-options>.

**Optional coverage** is available for purchase. You may add dental or vision policies for yourself, spouse, and dependents. You may purchase medical coverage for spouse and dependents. You may purchase increased life insurance. New employees have **31 days** from their first day of benefits-eligible employment to **enroll** for elective insurance coverage.

**Summer insurance:** Coverage will end May 31 for students who held a TA position in the spring but do not have a 20 hour TA, AI or GRA benefits-eligible position the following summer or fall. TAs and AIs who are appointed in the spring and have a continuing TA, AI or GRA benefits-eligible appointment for the fall will have continuous coverage over the summer. Coverage for spouses and children can be added to your policy. Currently the University does not extend benefits to domestic partners of graduate student academic employees. You can also elect to add reasonably priced dental and vision insurance to your plan to cover yourself, spouse and family. See the complete policy at the link above.

## D. Other Resources

- Student Academic Employment: [http://www.utexas.edu/hr/student/student\\_acad\\_employment.html](http://www.utexas.edu/hr/student/student_acad_employment.html)
- Insurance and Benefits for Student Employees: <http://www.utexas.edu/hr/student/insurance.html>
- Links to other Resources for Student Academic Employees: [http://www.utexas.edu/hr/student/addl\\_student\\_emp\\_resources.html](http://www.utexas.edu/hr/student/addl_student_emp_resources.html)
- Workday Tutorials for Students: <https://workday.utexas.edu/resources/students> (includes information about onboarding, I-9 instructions, payment elections, editing personal data, editing government IDs, etc.)

Comprehensive list of TA and AI reaching resources: <http://sites.utexas.edu/artgrads/resources-for-tas-ais/>.