

Important Teaching Assignment/Tuition Benefit Information

If you are assigned a position:

1. Payroll forms must be completed before the semester begins. Graduate students should contact the Graduate Coordinator for a checklist and the forms. Undergraduate students should contact the payroll reporter directly (Holly Cox, h.cox@utah.edu). Delay in completing these forms may result in delay of your first paycheck. The list of required documents to complete the Employment Verification (I-9) is available [here](#).
2. If you request it, you may be assigned a desk in the TA room (MEB 2340). There are a limited number of desks available; therefore, you may be asked to share your desk space when necessary. You will be given card access to the room during the semester and a desk key. Desk keys must be returned on the last day of the final exam period. There are also lockers available for use by TAs and graders for which you must provide your own lock. Those will also need to be vacated at the end of the semester.
3. Office hours for student consultation must be given to Kate Pedersen (kate.pedersen@utah.edu) as soon as you have been assigned a desk in the TA room. You are requested to be available for 3 hours per week, which may be split among 2-3 days as your schedule allows. These hours will be posted on the side of your assigned desk.
4. Homework, lab books, and exams are returned to the students by the lab TAs and graders. Please review the [Policy for Returning Homework, Lab Books, and Exams](#).

If you are eligible for a tuition benefit:

1. Review the Tuition Benefit Program Guidelines [<http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>] and Frequently Asked Questions [<http://gradschool.utah.edu/tbp/tuition-benefits-qa/>].
2. The Tuition Benefit Program requires you to be registered for at least 9, and no more than 11-12, credit hours to be eligible, and registration must be completed before the published deadline. It is advisable to take your required coursework hours at the beginning of your graduate career. Please note that, if you are registering for the following courses, they must be taken as an ECE course: 4950, 5950, 6950, 7950 (Special Studies); 6980 (Faculty Consultation); and 6970, 7970 (Thesis Research).
3. If you work in another department, you are responsible for making sure the **combined** payroll FTE (hours per week for which you are being paid) in both that department and the ECE Department does not exceed 0.50 (20 hours per week). Also, if you have just ended employment in another department, make sure they have processed your payroll termination. Both of these situations may result in the delay of your Tuition Benefit.
4. If you work in another department and are expecting to receive a tuition benefit, you must make sure you have the correct job title and you are working in an area that is related to your degree. If this is not the case, you will not receive a tuition benefit.

