

University of Rochester
Department of Computer Science
TA Onboarding Process

Students may not begin work until the following are completed. Your stipend amount can be impacted based on your completion of paperwork and training requirements prior to the first day of class.

- 1) Students selected for a position in the upcoming semester will be notified via email. Students respond to the email to confirm their acceptance of position.

- 2) I-9 Verification
 - a. If this is student's first employment opportunity on campus, an I-9 Verification must be completed prior to employment start date
 - b. Part I of the I-9 must be completed at newi9.com. Our employer code is **11968**. Our employer location is **220907**.
 - c. Once Part I is submitted, a list of the documentation required to complete Part II will be shared.
 - d. Collect necessary documents and [schedule an appointment](#) with the HR Service Center located at Brooks Landing (910 Genesee St).
 - e. Bring originals (not copies) of documentation to this appointment. The appointment will be rescheduled if original documents are not present.
 - f. If an I-9 was completed for a previous position, it is not guaranteed that the I-9 is still active. Call the HR Service Center (585-275-8747) to verify.

- 3) New Student Employee Orientation
 - a. A department training will be held at the beginning of the semester and attendance is required.
 - b. In addition, there are trainings on MyPath to share work policies and procedures which ensure confidentiality and security of University data. Log in with your NetID and password. Please note that access to MyPath may take up to 48 hours after receiving access to the myURHR Workday system.

- 4) Swipe access on your ID card will be granted to WH xxx once this paperwork is completed. If you need assistance with swipe access, see Jana Head (WH 2515).