

New TA Checklist

Newly hired TAs should complete the following tasks immediately upon accepting an assignment as a Teaching Assistant in the Mathematics Department:

HR/Payroll - Contact the designated person on your appointment letter

- Complete new hire or rehire paperwork
- Enroll in Direct Deposit on <http://www.my.columbia.edu>
 - NOTE: It may take 5-7 business days after you provide all forms and documents for your appointment to be approved. A "PAC access denied" error means your appointment is still in processing. If you receive this message, please wait a few days and try again.

Course management - Visit 410 Mathematics:

- Check out homework box key
- Check out copy of textbook (if available)
- Sign up for help room hours

Instructional responsibilities

- Contact your assigned instructor for specific details and expectations (grading, etc.)
- Ensure Courseworks access to the course is functional (if required)
 - <https://courseworks.columbia.edu/>