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** (Abby Dove, 509 Mathematics)
- Complete new hire or rehire paperwork
- Enroll in Direct Deposit

**Course management** (Shay Bailey, 410 Mathematics)
- Check out homework box key
- Check out copy of textbook (if available)
- Sign up for help room hours

**Instructional responsibilities**
- Contact course instructor for specific details about the assignment (grading, etc.)
- Ensure Courseworks access to the course is functional (if required)