

## **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)