

iSchool New Employee Checklist - **Hourly Student Workers (Administrative List)**

Prior to First Day:

✓	Item	Contact
	New Employee Forms	http://internal.ischool.umd.edu/operations/human-resources/new-employee-resources/
	iSchool Hourly Student Appointment Form	http://internal.ischool.umd.edu/operations/human-resources/hiring-process/

International Students:

✓	Item	Contact
	Submit I-20 or DS 2019 Form	Daisy Mason, dcmason@umd.edu
	Submit I-94 Form	Daisy Mason, dcmason@umd.edu
	Submit Affidavit of Compliance Form	https://uhr.umd.edu/wp-content/uploads/Affidavit-of-Compliance.pdf
	Complete Glacier Paperwork	Daisy Mason, dcmason@umd.edu
	Bring in Passport and US Visa	Daisy Mason, dcmason@umd.edu

Within the First Week:

✓	Item	Contact
	Expectation Setting Meeting	Direct Supervisor
	Building Access and Key (<i>requires supervisor approval</i>)	Cecilia Penn-Diallo, cpdiallo@umd.edu
	Addition to iSchool Hourly Listserv	Daisy Mason, dcmason@umd.edu
	Review iSchool Internal Website	http://internal.ischool.umd.edu/