Please note, the items listed below must be completed before your start date. To obtain tuition disbursement by August 24, 2018 (AY18-19) your assignment must be in the HR system by late July/early August. If you are unable to complete the items below by the above mentioned date then you could receive your disbursement approximately 5 weeks after you complete the necessary items.

I. Items to be completed with HR Region before GA can start:
   □ Sign Letter of Offer.
   □ Complete Background Check online within 72 Hours of receiving email. Background Check must clear through HR Region before you may begin your Appointment (takes approximately 5-10 days to process).
   □ Make an appointment with Talent Management Coordinator to turn in completed New Hire Paperwork (see attachment in email):
     □ Employee Data Sheet
     □ Federal W-4
     □ MI W-4
     □ City of Detroit Tax Form
     □ OEO Disabled Persons and US Veterans Voluntary Survey
     □ GEOC Union Form (GTA’s and GSA’s Only)
     □ Certificate of Relevancy (GSA’s Only)
   □ Prior to your start date – Complete Part I of I-9 online via www.newi9.com, WSU Code: 12436.
   □ Bring Identification Documents in to Talent Management Coordinator.

II. Items to be completed independently:
   □ Enroll in classes by the add/drop date.
     □ Must be enrolled in a minimum of 6 credits.
   □ Turn in Benefit’s Paperwork (optional) to Total Compensation and Wellness, 5700 Cass Avenue, Suite 3638 A/AB or fax to 313-577-0637. This item needs to be completed within 30 days of start date.