GAPP: Grad Student Support

Welcome to the Graduate Assistantship community. This resource provides an overview of recommended actions as you begin your appointment. Your hiring department might have more specific requirements. Make sure to speak with your supervisor to learn what else you need to know.

Before Starting Your Appointment

1. **Enrollment Requirements**: as a Graduate Assistant, you must maintain the minimum enrollment requirements during your appointment. Make sure you know what is expected to remain eligible for your GA appointment.
   See reference documents: UW–Policy 1208 and Enrollment Status Chart

2. **Benefits**: If you are eligible and wish to enroll in benefits, make sure you complete your enrollment as soon as possible. For more information, about Grad or Short-Term Academic Staff benefits, visit the HR Benefits page.

3. **Time or Absence Reporting**: Contact your Supervisor to make sure you understand how to report time or an absence if that is required for your appointment.

4. **Work Location**: Confirm with your supervisor what location you are expected to work at and if there are specific supervisors you report to.

Onboarding

The actions below should be completed within the first week of being hired.

1. **NetID Activation**: If you have not activated your NetID, make sure to set this up immediately. You should have received your activation code in a previous email. If you need help, read about Activating your NetID account here.

2. **MFA-DUO enrollment**: Set up MFA-DUO enrollment, which is recommended for protecting your UW–Madison access. If you need help, read about Enrolling in MFA-DUO here.

3. **Tax withholding**: Complete your tax withholding forms. If you live out of state, reach out to your HR administrator. Use this resource for how to Update Federal and/or State Form W-4.

4. **Direct Deposit**: Set up your direct deposit via Self-Service.

5. **Personal Information**: Log in to the HRS system to confirm your personal information is accurate in the HR system.