

Harvard University – Department of Mathematics
Course Assistant Appointment Form

Please check one: New Hire Rehire

PERSONAL INFORMATION

Last name	First name	M. I.
HUID:		Telephone:
Preferred E-mail:		Address:

COURSE INFORMATION

Course Number:	Term/Year:	Section Leader:
Head CA <input type="checkbox"/>	Workshop (only) CA <input type="checkbox"/>	Grading (only) CA <input type="checkbox"/>

PAYMENT AND TAX INFORMATION

PAYCHECKS: We strongly encourage you to set up direct deposit through the PeopleSoft system. Once you have entered your bank information in PeopleSoft, direct deposit takes one pay period to become established. **YOUR FIRST PAYCHECK ONLY** will be mailed to your residential address on file. If you choose not to use direct deposit, your weekly paycheck will be sent to your residential address on file.

I-9 and TAX FORMS: Have you filled these out at Harvard University and worked anywhere in the university within the last 6 months? If your answer is “YES” then **do not** fill out new tax forms and I-9 but, if your answer is “NO” then we will send your forms to submit or you will not be able to be paid. Unfortunately, we are not able to assist you in answering any tax questions, so you must contact the IRS or your tax advisor.

These papers are **YOUR RESPONSIBILITY** and in your care.

Have you filled I-9 form or worked within the last 6 months Yes No

SIGNATURES (all are required to set up appointment)

<p>_____ Applicant Signature Date</p>	<p>To be completed by CA Coordinator:</p> <p>_____ Coordinator Signature Date</p> <p>Rate: \$ _____ Hire date: _____</p>
--	--