



## Steps Once Hired

**Payroll** – must be completed before your start date:

1. Sign GTA/GRA contract and return to department
2. Complete the background check, if required
3. Visit the payroll office:
  - a. Bring two forms of ID
  - b. Evidence of eligibility to work in U.S.
  - c. Voided check to set up direct deposit

For the most updated information and to answer any questions contact the Walter Scott Jr., College of Engineering Payroll Office:

**Benette Wallace**, HR Assistant  
[Benette.Wallace@colostate.edu](mailto:Benette.Wallace@colostate.edu)  
Office of the Dean, Room 206  
Scott Bioengineering Building  
(970) 491-2934

**Agree to Sponsor Billing** - Available about one week before classes begin; must be completed before first billing date of semester:

1. Log into [RAMweb](#).
2. Click on the Menu in the upper right-hand corner.
3. Click on Billing and Tax Information.
4. Click on Billing Information.
5. Under Student Resources, click on the Authorize Sponsor link.
6. Read the Sponsored Student Agreement and FERPA and then click on the Authorize Sponsor button to agree.

### Understand Financial Basics of Assistantships

Review [Graduate Assistant Finances 101](#) for basic information on stipend timing, taxes, health insurance coverage, etc.

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### GRA Only

- Complete the [Responsible Conduct of Research training](#).
- Please contact your supervisor for any additional training you may need for your lab space.

### GTA Only

- Register for the required GTA Training: Register [here](#).



## Becoming a Colorado Resident

*This section does not apply to international students*

If you are a **domestic student** but are **NOT a Colorado resident for tuition purposes**, we highly encourage you to consider becoming a Colorado resident. This process takes planning and a year or more to complete, so we recommend you start the process even before your first classes begin.

For non-resident domestic students with GTA/GRA appointments, the department expects to cover non-resident tuition rates for the first year of graduate study only; in subsequent years, the department covers tuition at the resident rate. To avoid a discrepancy between billed and covered tuition, non-resident domestic students who receive graduate teaching or research assistantships are encouraged to establish Colorado residency during their first year of study.

If you are not currently assigned a GTA/GRA position, this will still significantly lower your tuition after residency has been established. If you obtain a GTA/GRA position after your first year in the program, but did not obtain Colorado residency, you may be responsible for the difference between resident and non-resident tuition.

To learn more about residency, [start here](#).

Go [here](#) to learn about the process and deadlines information

Go [here](#) to learn about becoming qualified for residency.

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## Student Employee Retirement Plan (SERP)

*This section only applies for students enrolled in credits totaling half-time or less.*

If you are a GTA/GRA and are enrolled as a half-time student or less, you will have SERP/Medicare assessed against any wages or salary earned during that time.

The SERP will be applied during summer as well. If you are a GTA/GRA and are enrolled at less than half-time, you will have the SERP deducted from your paycheck.

Learn more [here](#).

**Note:** Students with F1 or J1 visas AND with a tax status of non-resident alien are exempt from SERP/Medicare.