

Harvard University – Department of Mathematics  
**Course Assistant Appointment Form**

Please check one: New Hire  Rehire

**PERSONAL INFORMATION**

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

**COURSE INFORMATION**

Course Number:	Term/Year:	Course Instructor:
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**PAYMENT, TAX, AND MAILBOX 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 please **fill out** the attached tax forms 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.

**MAILBOXES:** A mailbox on the second floor in the Science Center will be assigned to you as soon as our preceptors supply us with your name. The key can be picked up in SC 325, you will need to return it at the end of the semester or you will have to pay \$5 for a lost key. **IT IS YOUR RESPONSIBILITY TO COMPLETELY EMPTY OUT YOUR MAILBOX at the END OF THE SEMESTER.** If you have abandoned these papers there will be a complaint filed to your section leader and to the professor who heads that course, and you will be contacted by them. These papers are **YOUR RESPONSIBILITY** and in your care.

**SIGNATURES (all are required to set up appointment)**

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Applicant Signature <span style="float: right;">Date</span>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> CA Coordinator <span style="float: right;">Date</span>
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**For Department admin only:**

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 Administrator Signature Date entered

Sun	Mon	Tu	Wed	Th	Fri	Sat
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