

Graduate Teaching and Research Assistantship Employment Information

Required Item	Responsible Office	Instructions
W-4 Employee's Withholding Allowance Certificate	Payroll	Student should complete form at http://www.marquette.edu/comptroller/payroll.shtml . It should be printed and submitted to Payroll.
Foreign National Information Form	Payroll	Student, <i>if a Non-Resident Alien</i> , should complete form at http://www.marquette.edu/comptroller/tax-compliance.shtml and bring it to the Comptroller's Office along with original passport, visa, I-94 and I-20. If treaty benefits are available, additional forms must be completed during that visit.
Direct Deposit Enrollment	Payroll	Student should go to CheckMarq to supply information for direct deposit of their stipend checks. Instructions are available here: http://www.marquette.edu/mucentral/financialaid/documents/DirDepGuide.pdf
I-9 Employment Eligibility Verification Form	Graduate School	Student should go to the Graduate School in person on their 1 st day of work, or within 72 hours of 1 st day, to verify they are eligible to work in the United States. The form is available at http://www.marquette.edu/grad/finaid_forms.shtml . Student must complete Section One and must bring in original documents as specified on the form to prove their employment eligibility.
MU Identification Card	Union Station	Student should go to Union Station to obtain a student ID card with a graduate assistant designation.

Office Location and Contact Information

Office of the Comptroller (Payroll)

Straz Tower, Room 175
915 W. Wisconsin Ave.
(414) 288-7314

Human Resources

Straz Tower, Room 185
915 W. Wisconsin Ave.
(414) 288-7425

Graduate School

Holthusen Hall, Room 305
1324 W. Wisconsin Ave.
(414) 288-7137

Union Station (Card Office)

Alumni Memorial Union, Room 158
1442 W. Wisconsin Ave.
(414) 288-1518