

EAS Grad Student Onboarding & Offboarding Process

WHEN YOU ARRIVE

ONEcard - this is your UAlberta ID card that is used for various on-campus services, such as door access, libraries, printing and copying, recreation facilities, food, and more. A photo can be submitted and approved in advance. You must pick up your ONEcard in person and present valid government issued photo ID at time of issuance. [Learn more about ONEcards and where the InfoLink ONEcard Service Centre is located.](#)

Office Allocation - if your supervisor has not informed you of your office number, you can email Long Li (long4@ualberta.ca) with your full name and your supervisor's name, and ask that he allocate you a space. Once you know your office number, you can request a key.

Key/ONEcard Access Request System - you will be given automatic card swipe access to the exterior doors of ESB, Tory and CCIS, bookable meeting rooms (ESB 2-15 and 2-18), and the grad lounge/lunchrooms (ESB 3-01 A and Tory 3-82). For any other rooms that you require access to, including your office space, you will need to submit your request for keys/access via the [EAS Key Request Form](#) (multiple rooms can be requested on the same form). If a room that you are requesting access requires a physical key, you will receive an email when the key is ready for pick-up. Keys can be retrieved from the main office (ESB 1-26). A \$60 refundable deposit is required at time of pick-up. Debit or credit card payments are accepted. You will receive this deposit back once you have returned all of your keys.

Payments & Direct Deposit - if you are receiving pay, you will want to set up Direct Deposit in [Bear Tracks](#)- this allows you to receive your pay directly into your bank account. Once logged in, select the *Employees* tile, follow the *Employee Self-Service (HCM)* link, then select the *Payroll & Compensation* tile. On the left side navigation, select *Direct Deposit*. Near the bottom of the page, click the *Add Account* button, input your banking information, and submit. If you are a thesis-based student, or a course-based student that has an assistantship, your tuition will automatically be deducted from your paycheque. The first deduction will be from your second paycheque. The payroll schedule can be found [here](#). Tuition payments are completed in approximately 6 equal installments for October, November, December, January, February, and April. You will be responsible for any outstanding amount owing after your deductions are completed. More information about your position can be found in the [Collective Agreement](#).

Grad Lounge - ESB 3-01A is a common space for graduate students to utilize. There are tables and chairs, fridges, a microwave, and a sink. Personal food can be stored here- just make sure that it is clearly labeled, and kept in the applicable fridge/cupboard space. One fridge has been allocated for common use- items in this fridge are free for you to use. The cupboards that are labeled 'Grad Pantry' also contain food that is free to you. Please avoid taking multiples of the same item, as this food is meant for everyone.

Lockers - lockers are located on the 3rd and 4th floors of ESB and are free for your use. If you put a lock on a locker, inform the Program Assistant of the number so that we can keep track.

Mail - letter mail is distributed to the shared mailboxes in ESB 1-25. Outgoing letter mail can be left at the front desk in ESB 1-26.

You will receive an email if a package has arrived for you. Packages can be retrieved from ESB 1-29; you will first need to go to the main office (ESB 1-26) to borrow a swipe card to access ESB 1-29. Outgoing packages must have a completed [Shipping Form](#) attached, and can be left on the right hand side counter beneath the window in ESB 1-29.

Copying/Printing - if you are a Teaching Assistant, you will be given a copy code that corresponds to the course you are TA-ing. This can be used for any course-related printing. For all other printing, you can come to the main office (ESB 1-26) to set up a PaperCut account. You will need to deposit money into your account before you can use it. You will choose a four-digit PIN that you will enter on the copier or computer when prompted.

There is a copier in ESB 1-25 and there are two copiers in the DIF lab (ESB 2-27) that are available for your use. Black and white printing is \$0.05/page and color is \$0.25/page.

[Click Here to View Orientation Document](#)

Contacts

Melissa Dhillon, *Program Administrator* | dhillon2@ualberta.ca

Can assist with program-related questions, admissions, awards, enrollment, form processing, grad pay, office space.

Sarah Rees, *Program Assistant* | slrees@ualberta.ca

Can assist with program-related questions, general enquiries, form processing, room bookings.

Sherry Eklund, *Executive Assistant* | seklund@ualberta.ca

Can assist with departmental general enquiries, keys, expense claims, department credit card use.

Igor Jakab, *DIF Supervisor* | jakab@ualberta.ca

Can assist with card swipe access, printing, AV equipment.

Dean Zaragoza, *Academic Department Manager* | dbzarago@ualberta.ca

Kurt Konhauser, *Academic Director of Graduate Studies* | kurtk@ualberta.ca

Mark McDermott, *Associate Chair of Graduate Studies (FGSR)* | adgeas@ualberta.ca

Stephen Johnston, *Department Chair* | stjohnst@ualbnerta.ca

WHEN YOU LEAVE

Keys - return your keys to the main office (ESB 1-26) and receive your \$60 deposit refund.

PaperCut Account - let us know if there is unused credit on your account, and we can issue a refund.

Mail - retrieve any mail from your mailbox, and update your forwarding address.

Lockers - remove your lock and belongings.

