For Summer 2023, ***Graduate RA/TA contracts are due on 05/01/2023 for uninterrupted pay***.   All other hourly graduate and undergraduate student forms are due on or before the student’s start date.

**Undergraduate Employment Authorizations** for students being paid out of departmental funds can be found at [**maps.mines.edu**](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmaps.mines.edu%2F&data=04%7C01%7Cmwareham%40mines.edu%7Cafd36fc50110499e31b108d900457245%7C997209e009b346239a4d76afa44a675c%7C0%7C0%7C637541120536640078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=oDVSXzvLImrq5em2G9rLxtnLATQduqe1MO2YwIyuOPI%3D&reserved=0)

**Graduate RA, TA and Hourly Contract** submission is handled through OnBase.  Please visit the [Graduate Contracts website](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mines.edu%2Fgraduate-studies%2Fgraduate-contracts%2F&data=04%7C01%7Cmwareham%40mines.edu%7Cafd36fc50110499e31b108d900457245%7C997209e009b346239a4d76afa44a675c%7C0%7C0%7C637541120536650077%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=rBOakk81rX%2Bc46V%2BdSbBY%2Fi6FX9jvAIrD1swY5XlJdc%3D&reserved=0) where you can find information on the process, as well as training videos/documentation that will guide you every step of the way! Regarding access to the OnBase form/workflow, please email grad.services@mines.edu and the Office of Graduate studies will assist with the request.

**Special Notes**

* Effective 1/1/2023 MINIMUM WAGE is $13.65/hour for all employees.
* Backgrounds Checks are a condition of employment for the students below**.  A Background Check MUST be completed BEFORE employment begins**!  Backgrounds can be entered online at the following new link:  [Background Check](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fthecube.infocubic.com%2Fcgi-bin%2Fpub%2Funsolicited_portal%3Fguid%3DbFODtrbPH9vCBMCyFM00zucO36NbpLGH%23select_products&data=04%7C01%7Cmwareham%40mines.edu%7Cafd36fc50110499e31b108d900457245%7C997209e009b346239a4d76afa44a675c%7C0%7C0%7C637541120536660071%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ASBX%2Fq2I5yzi5bSiDV%2BEIOy2SdDJquJ4JARRn%2BltB8A%3D&reserved=0)
	+ All new hire students employed in Athletics Camps, Bursar’s/Cashier’s Office, Career Center, Controller’s Office, CSM Foundation, HR, ITS, Legal Services, Payroll, Public Safety, Registrar, Residence Life, Museum, America Reads, employment that involves operating a motor vehicle, or working with minors.
* If a student has never worked on the Mines campus, they will need to complete a “Student Employment Packet”.  Packets can be accessed at [MAPS Forms Directory](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhelpcenter.mines.edu%2FTDClient%2F2657%2Fmaps%2FRequests%2FServiceDet%3FID%3D45159&data=04%7C01%7Cmwareham%40mines.edu%7Cafd36fc50110499e31b108d900457245%7C997209e009b346239a4d76afa44a675c%7C0%7C0%7C637541120536670061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=v271XRoN05i%2FUp8lVORq2NMV%2BsfOQ1s16rUq0aroVLY%3D&reserved=0) or in the MAPS Office.  We must receive this packet **BEFORE** the student starts employment.
	+ Once the student completes the required paperwork, he/she will receive an orange quarter sheet verifying that they can begin working. Please ask to see an orange sheet if the student is a new hire to Mines
* NOTE: Students will see TIAA and Medicare deductions on the June 15, 2023 paycheck if not registered for enough credit hours to qualify for the half-time student status exception for future-retirement withholding mandated by the Federal government