

NEW HIRE TO DO LIST - FACULTY

Prior To Faculty Orientation (when possible)	
Tasks	Instruction
<input type="checkbox"/> Personal Information Data Sheet (PID)	Usually requested by Provost Office, likely already be done
<input type="checkbox"/> W-4	See New Faculty Member: First Steps page
<input type="checkbox"/> I-9	Complete in HR prior to orientation or on Sept 1 in HR
<input type="checkbox"/> Signed Offer Letter/EH Acknowledgement	Signed copies to Provost Office when accepted offer
<input type="checkbox"/> Computer Accounts Set-up (set up email)	See New Faculty Member: First Steps page
<input type="checkbox"/> Set up Direct Deposit Information	See New Faculty Member: First Steps page
Required Online Compliance Trainings	
<input type="checkbox"/> FERPA Training	See New Faculty Member: First Steps page
<input type="checkbox"/> Cybersecurity Training	
<input type="checkbox"/> Title IX Training	
<input type="checkbox"/> Harassment Prevention training	
<input type="checkbox"/> Accident Prevention Training	
<input type="checkbox"/> Campus Security Obligations Under Federal Law training	
<input type="checkbox"/> Chemical Hazard Communication Training	
<input type="checkbox"/> Anti-bullying	
<input type="checkbox"/> Coronaviruses and COVID-19	
<input type="checkbox"/> Review Parking Information	See New Faculty Member: First Steps page
<input type="checkbox"/> Set Up Emergency Contacts/SPU Alert Contacts	See New Faculty Member: First Steps page
<input type="checkbox"/> Adjust White Pages display information if needed	See New Faculty Member: First Steps page
<input type="checkbox"/> Faculty/Staff Identification Card	See New Faculty Member: First Steps page

Benefits Orientation	
Tasks	Instruction
<input type="checkbox"/> For Insurance Enrollment: *Spouse & Dependent Social Security numbers & Birthdates	Return to HR
<input type="checkbox"/> Special Enrollment Form	Complete during orientation
<input type="checkbox"/> COBRA (Insurance Continuation Benefit) Acknowledgment	Complete during orientation
<input type="checkbox"/> Beneficiaries for Basic Life Insurance: *Bring with you: Social Security numbers and addresses	Return to HR
<input type="checkbox"/> Voluntary Life Insurance	Optional - enroll during orientation; info about this in new employee packet you received on your first day
<input type="checkbox"/> Voluntary Savings Plan (403[b])	Optional - enroll during orientation