

CHECK-IN LIST FOR NEW NON-ACADEMIC EMPLOYEES

The following check-in list includes various items that should be covered by new non-academic employees on the first day and/or during the first week of employment. You may find it useful to check off each item as it is completed.

Employee Name:	Department:
Payroll No.:	Position:
Employment	
<input type="checkbox"/> Complete Employment Formalities	
<input type="checkbox"/> Sign Letter of Appointment	
<input type="checkbox"/> Sign HIP Excerpts	
<input type="checkbox"/> Sign US Citizen / Green Card Holder Declaration	
<input type="checkbox"/> Sign Conflict of Interest form (if applicable)	
<input type="checkbox"/> Sign Information and Computer Resources Use Agreement (if applicable)	
<input type="checkbox"/> Sign NSSF statement on employment at AUB	
<input type="checkbox"/> Obtain employee handbook & benefits booklet	
<input type="checkbox"/> Get acquainted with the Human Resources Department-Campus website (policies, benefits, forms, ...)	
<input type="checkbox"/> Obtain ID Card (contact ID Center)	
<input type="checkbox"/> Open bank account (contact Comptroller's Office)	
<input type="checkbox"/> Complete Benefits Formalities	
<input type="checkbox"/> Sign HIP Enrollment Request and Authorization <u>or</u> waiver	
<input type="checkbox"/> Obtain HIP booklet (& premiums)	
<input type="checkbox"/> Sign Declaration authorizing NSSF to access medical file	
<input type="checkbox"/> Sign Life Insurance form (Mrs. Zeina Tomey Chamaa - Ext 2333, Ms. Hala Bikhazi – Ext 2313)	
<i>HIP enrollment must be finalized within 21 days from date of appointment</i>	
<input type="checkbox"/> University/ Department/ Job Related Information	
<input type="checkbox"/> Meet work colleagues, supervisor/dept. head	
<input type="checkbox"/> Get informed about office/desk location	
<input type="checkbox"/> Understand department's structure	
<input type="checkbox"/> Understand department's mission/vision/goals	
<input type="checkbox"/> Learn about job responsibilities	
<input type="checkbox"/> Learn about performance expectations	
<input type="checkbox"/> Learn about work schedule and attendance	
<input type="checkbox"/> Learn about pay rate/ pay days	
<input type="checkbox"/> Learn about vacations	
<input type="checkbox"/> Ask for keys	
<input type="checkbox"/> Ask about University parking facilities / permits	
<input type="checkbox"/> Ask about telephone system (extension, directory)	
<input type="checkbox"/> Ask about use of University libraries	
<input type="checkbox"/> Learn about ordering office supplies	
<input type="checkbox"/> Activate AUBnet account [online] (if applicable)	
<input type="checkbox"/> Get acquainted with the Department's website (if any)	