

NEW FACULTY CHECK LIST

The following check-in list includes various items that should be covered by new faculty members. You may find it useful to check off each item as it is completed.

Employment	Page 1 of 2
<p><input type="checkbox"/> Complete Employment Formalities (Room 340, Ext. 2322)</p> <ul style="list-style-type: none"><input type="checkbox"/> Report to UHS for completion of Health Record<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<input type="checkbox"/> Sign Information and Computer Resources Use Agreement (if applicable)<input type="checkbox"/> Sign Code of Business Ethics (Statement of Compliance)<input type="checkbox"/> Fill out “Ministry of Finance” form<input type="checkbox"/> Fill out “Address and Emergency Contact” form<input type="checkbox"/> Fill out “Registrar’s Office Authorization” form<input type="checkbox"/> Get acquainted with the Human Resources website (policies, benefits, forms, ...)<input type="checkbox"/> Obtain ID Card (contact ID Center, Ext 2376)<input type="checkbox"/> Open bank account (contact Comptroller’s Office, Ext 2484)<input type="checkbox"/> Make sure you are provided with the W-4 Form for U.S. Citizen or U.S. Green Card (<i>to be handled through the Payroll Section of the Comptroller’s Office, College Hall, 2nd Floor, West Wing, Ext. 2484</i>)<input type="checkbox"/> Request to be reimbursed with Benefits Allowances: <i>Relevant documents should be presented to the Dean’s Office upon arrival. The refund of the above allowances will be processed through the Comptroller’s Office, College Hall, 2nd floor, Ext. 2450.</i><input type="checkbox"/> Complete the formalities of the Work and Residence permits as specified under New Faculty Information Handbook under Policies on Human Resources website. (<i>Provide Human Resources Department (Campus) with eight identical pictures.</i>)<input type="checkbox"/> If applicable, check with Supply department with respect to shipment of household belongings (Contact Mr. Ziad Yazbek, Ext 2181, or Mr. Richard Fawaz, Ext 2185)<input type="checkbox"/> Check with Housing Department (Mr. Antoine Chahine Ext.2120) <p><input type="checkbox"/> Complete Benefits Formalities</p> <ul style="list-style-type: none"><input type="checkbox"/> Sign HIP Enrollment Request and Authorization <u>or</u> waiver (Room 347, Mrs. Hanan Hodeib – Ext 2318)<input type="checkbox"/> Retirement Programs (Room 345, Ms. Hala Bikhazi – Ext 2313)<input type="checkbox"/> Sign Life Insurance Form (Room 336, Mrs. Zeina Tomey – Ext 2333, Room 345, Ms. Hala Bikhazi – Ext 2313)<input type="checkbox"/> Familiarize yourself with :<ul style="list-style-type: none">• Policies on Academic Appointment, Promotion, and Tenure• Policies on Benefits and Allowances for Academic Personnel <p><i>HIP enrollment must be finalized within 21 days from date of appointment</i></p>	

University/ Department/ Job Related Information

- Meet colleagues, Chairperson
- Get informed about office/desk location
- Understand department's structure
- Understand department's mission/vision/goals
- Learn about pay rate/ pay days
- Ask for keys
- Ask about University parking facilities / permits
- Ask about telephone system (extension, directory)
- Ask about use of University libraries
- Learn about ordering office supplies
- Activate AUBnet account [online] (if not already done)
- Get acquainted with the Department's website

Information with respect to Salary Payment, Banking, Taxes (Lebanese Income Tax, US Tax, US Tax declaration, FICA – W-2 Form and W-4 Form) can be obtained through the Payroll Section of the Comptroller's Office, College Hall, 2nd Floor, West Wing, Mr. Mufid Dagher, Ext. 2484.

The Banks in the vicinity of the University with which the University has accounts are listed below (*in alphabetical order*):

- Arab Bank (Makdissi Street)
- Bank Audi (Hamra Street and Bliss Street)
- Bank Misr-Liban (Bliss Street)
- Bank of Beirut (Gefinor Center, Clemenceau)
- Bank of Beirut and Arab Countries (Abdel Aziz Street)
- BankMed (Hamra Street)
- Banque Libano Française (Gefinor Center, Clemenceau)
- BLOM Bank (Hamra Street and Bliss Street)
- Byblos Bank (Abdel Aziz Street)
- Credit Libanais
- Fransabank (Hamra Street)
- HSBC (Abdel Aziz Street and all branches)
- Lebanese Canadian Bank (Hamra Street)
- SGLEB - Société Generale Libano Europeene de Banque (Hamra Street)