# 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.

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll No.:</td>
<td>Position:</td>
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</tbody>
</table>

## Employment

- Complete Employment Formalities (Room 340, ext. 2326)
  - Sign Letter of Appointment
  - Sign HIP Excerpts
  - Sign US Citizen / Green Card Holder Declaration
  - Sign Conflict of Interest form (if applicable)
  - Sign Information and Computer Resources Use Agreement (if applicable)
  - Sign NSSF statement on employment at AUB
  - Sign Code of Business Ethics (Statement of Compliance)
  - Fill out “Ministry of Finance” form
  - Fill out “Address and Emergency Contact” form
  - Fill out Authorization form to verify degree (if applicable)
  - Enroll finger prints on attendance machine
  - Get acquainted with the Human Resources Department-Campus website (policies, benefits, forms, ...)
  - Obtain ID Card (contact ID Center)
  - Open bank account (contact Comptroller’s Office)
  - Make sure you are provided with the W-4 Form for U.S. Citizen or U.S. Green Card
    * (to be handled through the Payroll Section of the Comptroller’s Office, College Hall, 2nd Floor, West Wing, Ext. 2484)

- Complete Benefits Formalities
  - Sign HIP Enrollment Request and Authorization or waiver
  - Obtain HIP booklet (& premiums)
  - Sign Declaration authorizing NSSF to access medical file
  - Sign Life Insurance form (Room 340)

  **HIP enrollment must be finalized within 21 days from date of appointment**

- University/ Department/ Job Related Information
  - Meet work colleagues, supervisor/dept. head
  - Get informed about office/desk location
  - Understand department’s structure
  - Understand department’s mission/vision/goals
  - Learn about job responsibilities
  - Learn about performance expectations
  - Learn about work schedule and attendance
  - Learn about pay rate/ pay days
  - Learn about vacations
  - 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 applicable) by visiting:
    http://www.aub.edu.lb/it/services/pages/new-staff.aspx
  - Get acquainted with the Department’s website (if any)
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 Francaise (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)
- SGLEB - Société Generale Libano Europeene de Banque (Hamra Street)