

## NEW NON-ACADEMIC EMPLOYEE CHECKLIST

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:**

### ✓ COMPLETE EMPLOYMENT FORMALITIES (ROOM 340)

- Sign Letter of Appointment
- Sign HIP Excerpts
- Sign US Citizen / Green Card Holder Declaration
- Sign Conflict of Interest form (*refer to policy No. 5 on page 2*)
- Sign NSSF statement on employment at AUB
- Sign Information and Computer Resources Use Agreement (if applicable)
- Sign Code of Business Ethics (Statement of Compliance)
- Sign Review Acknowledgement Form of AUB Policies and Procedures Concerning Sexual and Other Discriminatory Harassment
- 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, Payroll Section)
- 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*)

### ✓ 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, mission/vision/goals, website
- Learn about job responsibilities, performance expectations
- Learn about work schedule and attendance
- Learn about pay rate/ pay days
- Learn about vacations
- Ask about obtaining keys, ordering supplies, using telephone system (extension/directory)
- Ask about University parking facilities / permits
- Ask about use of University libraries
- Activate AUBnet account [online] (if applicable) by visiting:

<https://www.aub.edu.lb/it/Pages/default.aspx>

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, 2<sup>nd</sup> Floor, West Wing.

✓ **FAMILIARIZE YOURSELF WITH THE FOLLOWING AUB POLICIES**

1. *Sexual Harassment Policy:*  
<https://aub.policytech.eu/dotNet/documents/?docid=1568&public=true>
2. *Non-Discrimination and Anti-Discriminatory Harassment Policy:*  
<https://aub.policytech.eu/dotNet/documents/?docid=1569&public=true>
3. *Procedures to Address Formal Allegations of Sexual and Other Discriminatory Harassment:* <https://aub.policytech.eu/dotNet/documents/?docid=2030>
4. *Policy and Procedures concerning Consensual Sexual or Romantic Relationships:*  
<https://aub.policytech.eu/dotNet/documents/?docid=1572&public=true>
5. *Conflict of Interest and Disclosure Policy for AUB Employees:* <https://aub.policytech.eu/dotNet/documents/?docid=2071>