

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, EXT. 2326)

- Sign Letter of Appointment
- Sign HIP Excerpts
- Sign US Citizen / Green Card Holder Declaration
- Sign Conflict of Interest form (*if asked to fill electronically, refer to pg 2 for instructions*)
- 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)
- 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 the New Employee Orientation on-line by accessing link:
<https://lms.aub.edu.lb/course/view.php?id=7635>

✓ 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:
<http://www.aub.edu.lb/it/services/pages/new-staff.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, 2nd Floor, West Wing.

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

Al-Mawarid Bank	Arab Bank	Bank Audi
Bank Med	Bank Misr	Bank of Beirut
Bank of Beirut & Arab Countries (BBAC)	Banque Libano-Francaise	BLC
BLOM Bank	Byblos Bank	Credit Bank
Credit Libanais	Fenecia Bank	Fransabank
Saradar Bank	SGBL	

✓ STEPS TO COMPLETE DUALITY CONFLICT OF INTEREST DISCLOSURE

1. <https://aub.policytech.eu> (type link in search bar as shown here)
2. Log in using your FULL AUB email address: xxx@aub.edu.lb
3. Click Documents (left side), then Search for Conflict of Interest, select "Duality Conflict of Interest Policy"
4. Proceed to read the Conflict of Interest Policy
5. In the top middle part of the screen, you will see a blue button "Options"
6. Click Mark as read, a pop-up will appear stating: There is a questionnaire attached to this
7. Take the Questionnaire and submit