

UNIVERSITY OF ALABAMA IN HUNTSVILLE
BENEFITS AND EMPLOYEE SERVICES

New Hire Checklist and Orientation Acknowledgement

(On-call, temporary, and part-time employees)

EMPLOYEE INFORMATION	EMPLOYEE ID:
Name:	Start date:
Position:	Department:
FERPA Training	
<input type="checkbox"/> FERPA Training completed online	
Human Resource and Payroll Forms	Comments
<input type="checkbox"/> I-9 Form <input type="checkbox"/> Employee Profile <input type="checkbox"/> Authorization for Direct Deposit <input type="checkbox"/> Payroll Check Delivery Authorization <input type="checkbox"/> Parking Decal <input type="checkbox"/> Alabama State Tax Form (A-4) <input type="checkbox"/> Federal Tax Form (W-4) <input type="checkbox"/> Drug Policy <input type="checkbox"/> Indebtedness Policy	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
I acknowledge receipt of the following:	
<input type="checkbox"/>	<ul style="list-style-type: none"> The Staff Handbook(available online) Computer Email Account Policy Drug Policy Employee Occupational Injury Policy Indebtedness Policy Vehicle Safety Management Program
Certification and Acknowledgement	
I certify that I have completed the online orientation session for new employees provided by the Benefits and Employee Services Office. During the session, I have been made aware of the above policies and procedures.	
Signature	Print Name
Date	
<p>Submit forms to the Benefits and Employee Services Office:</p> <p>Wednesday afternoons between 2:00 p.m. - 5:00 p.m. Shelbie King Hall Room 102 (256) 824-6640 Contact Person: Susan Smith</p>	