

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 (Mandatory) <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 • UAlert Emergency Notification System • 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	Date
	Print Name
<p>Submit forms to the Human Resources Office:</p> <p>Wednesday afternoons between 2:00 p.m. - 5:00 p.m.</p> <p>Shelbie King Hall Room 102</p> <p>(256) 824-6640</p>	