

NEW EMPLOYEE CHECKLIST

Welcome to the Shepherd University community! As a new employee, you will need to complete the following actions. If you need assistance with any of these steps, please contact the Human Resources Office at 304-876-5299 or 304-876-5288.

HUMAN RESOURCES OFFICE:

- _____ I-9 Form (The Federal Government requires that this form be completed within three business days of the date employment begins. Employees must present identification from the list on the last page of the I-9 Form, which can be found at <http://www.uscis.gov/files/form/i-9.pdf>.)
- _____ Federal and State tax forms
- _____ Direct Deposit Form (Please bring check)
- _____ Benefits (If they are in full-time positions, employees should schedule an appointment with the Human Resources Office to enroll in benefits programs.)

OTHER:

- _____ Computer Account (Employees should receive user name and password information from their supervisors.)
- _____ Rambler Card (Employees go to the Rambler Card Office in the Student Center.)
- _____ Parking Pass (Employees go the University Police Department in Sara Cree Hall.)
- _____ Keys (Employees should work with their supervisor to get authorization from the Director, Dean or other appropriate official for door and building access.)