



New Employee Checklist

Welcome to Salisbury University!

This checklist has been created to assist a new employee with making a successful transition to Salisbury University.

❖ Before your First Day

- Sign the offer letter and position description/information form and return to your Manager
- Complete the fingerprinting process with Campus Police
- Complete new employee packet of forms sent with your offer letter including W-4, employee info sheet, direct deposit, policy acknowledgement and MOU signature page-when applicable and mail back to Human Resources before your benefits orientation
- Arrange for an official copy of transcripts/proof of highest degree earned to be sent to Human Resources if indicated in the offer letter
- Contact Human Resources to schedule your orientation. See offer letter for contact information
- In preparation for your Human Resources orientation, gather appropriate documentation as listed below to show eligibility to work in the U.S.
- Verify the dress code

❖ On your First Day

- Finalize retirement benefit decision with Human Resources (if you haven't already)
- Complete any outstanding new employee forms (schedule with Human Resources if you haven't already)
- Obtain your vehicle permit or temporary vehicle permit
- Obtain your ID Card (Gull Card)
- Complete Information Technology's Acceptable Use Policy in GullNet
- Access email account. See supervisor for user id and password
- Know your work schedule and breaks

❖ During your First Week

- Gather documentation for benefit dependents and provide to Human Resources with completed benefits enrollment form (original birth certificate for children and official copy of marriage certificate with court signature). Note: maximum 60-day period to enroll upon hire.
- Understand your job duties. Refer to your supervisor with any questions.
- Get acquainted with your work space

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- Learn how to use the phone system
- Be able to access and use equipment
- Review an organizational chart
- Review the functions of your department, units within and individuals
- Review the process for requesting time off

To Show Eligibility to Work in the United States

LISTS OF ACCEPTABLE DOCUMENTS-All documents must be unexpired

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A-Documents that Establish Both Identity and Employment Authorization

- 1) U.S. Passport or U.S. Passport Card
- 2) Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- 3) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- 4) Employment Authorization Document that contains a photograph (Form I-766)
- 5) For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
 - a. Foreign passport: and
 - b. Form I-94 or Form I-94A that has the following
 - (1) The same name as the passport; and
 - (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- 6) Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI

OR

LIST B-Documents that Establish Identity

- 1) Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph of information such as name, date of birth, gender, height, eye color, and address.
- 2) ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- 3) School ID card with a photograph
- 4) Voter's registration card
- 5) U.S. Military card or draft record
- 6) Military dependent's ID card
- 7) U.S. Coast Guard Merchant Mariner card
- 8) Native American tribal document
- 9) Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

- 10) School record or report card
- 11) Clinic, doctor, or hospital record
- 12) Day-care or nursery school record

AND

LIST C-Documents that Establish Employment Authorization

- 1) A Social Security Account Number card, unless the card includes one of the following restrictions: not valid for employment, valid for work only with INS authorization or valid for work only with DHS authorization
- 2) Certification of Birth Abroad issued by the Department of State (Form FS-545)
- 3) Certification of Report of Birth issued by the Department of State (Form DS-1350)

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- 4) Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
- 5) Native American tribal document
- 6) U.S. Citizen ID Card (Form I-197)
- 7) Identification Card for Use of Resident Citizen in the United States (Form I-179)
- 8) Employment authorization document issued by the Department of Homeland Security