



WELCOME TO LION COUNTRY

NEW HIRE CHECKLIST

Complete and bring to Human Resources	Form/Item Name
	Application for Employment Form
	Personal Data Form
	W 4 Form
	I 9 Form <i>(be sure you bring copies of required IDs for this form – a list of required IDs is given)</i>
	Direct Deposit Form
	Information Management & Technology Confidentiality Form
	Sexual Harassment – Hostile Work Environment Form
	Parking Permit Application <i>(completed form along with driver’s license, car registration and proof of insurances are to be taken to the university’s safety and security office for processing)</i>
	VECHS Waiver Agreement and Statement Form
	Apex Fingerprinting Form
	Email Service Request Form
	Employee ID Request Form
Retain for your use/information	Form/Item Name
	Time & Labor Online Instructions
	HR Online Instructions
	Payroll – Holiday Schedule
	Mission and Vision Statements
	Florida Memorial University History

Before arrival to your Department, you should:

- Make sure those forms you should complete and bring to Human Resources are done in advance of your start date
- Request a copy of your official transcripts to be mailed to Human Resources

Upon arrival to your Department, you should schedule a meeting with your supervisor to discuss:

- Departmental mission and goals
- Departmental policies and procedures
- Dress code
- Work schedule(s) and protocol for time keeping
- Your role and responsibilities
- Performance standards and assessment criteria for your position
- Specific functions of your department and how you will impact and support the job functions of your teammates
- How to obtain/order office supplies and other tools or resources
- Guidelines and protocol for after-hours work area access
- Request a copy of your job description

During your first week at Florida Memorial University, you should:

- Schedule an appointment with HR Benefits Representative to select benefit options (You have 30 calendar days from your effective hired date to enroll in health and supplemental insurance plans and 90 days to select retirement plans and options)
- Familiarize yourself with all university policies and procedures