

NEW NON-ACADEMIC EMPLOYEE CHECKLIST

The following check-in list includes various items that should be covered by new non-academic employees on the first day and/or during the first week of employment. You may find it useful to check off each item as it is completed.

Employee Name:

Department:

Payroll No.:

Position:

✓ COMPLETE EMPLOYMENT FORMALITIES (HR Department - Room 340)

- Sign Letter of Appointment
- Sign HIP Excerpts
- Sign US Citizen / Green Card Holder Declaration
- Sign Conflict of Interest form
- Sign NSSF statement on employment at AUB
- Sign Information and Computer Resources Use Agreement (if applicable)
- Sign Code of Business Ethics (Statement of Compliance)
- Sign Review Acknowledgement Form of AUB Policies and Procedures Concerning Sexual and Other Discriminatory Harassment
- Fill out "Ministry of Finance" form
- Fill out "Address and Emergency Contact" form
- Fill out Authorization form to verify degree (if applicable)
- Enroll finger prints on attendance machine
- Get acquainted with the Human Resources Department-Campus website (policies, forms, ...)
- Obtain ID Card (contact ID Center)
- Open bank account (contact Comptroller's Office, Payroll Section)
- Make sure you are provided with the W-4 Form for U.S. Citizen or U.S. Green Card
(to be handled through the Payroll Section of the Comptroller's Office, College Hall, 2nd Floor)
- Information with respect to Salary Payment, Banking, Taxes (Lebanese Income Tax, US Tax, US Tax declaration, FICA – W-2 Form and W-4 Form) can be obtained through the Payroll Section of the Comptroller's Office, College Hall, 2nd Floor.
- Sign HIP Enrollment Request and Authorization or waiver (contact Office of Benefits)
- Sign Declaration authorizing NSSF to access medical file (contact Office of Benefits)
- Sign Life Insurance form

HIP enrollment must be finalized within 21 days from date of appointment

✓ UNIVERSITY/DEPARTMENT/JOB RELATED INFORMATION

- Meet work colleagues, supervisor/dept. head
- Get informed about office/desk location
- Understand department's structure, mission/vision/goals, website
- Learn about job responsibilities, performance expectations
- Learn about work schedule and attendance
- Learn about pay rate/ pay days
- Learn about vacations
- Ask about obtaining keys, ordering supplies, using telephone system (extension/directory)
- Ask about University parking facilities / permits
- Ask about use of University libraries
- Activate AUBnet account [online] (if applicable) by visiting:
<https://www.aub.edu.lb/it/Pages/default.aspx>