Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Term/Date of Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Pay Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hourly Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hire: \_\_\_\_\_\_\_\_\_\_ -or- Transfer From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background Checks**: <http://www.hireright.com/> (Charge to hiring account number)

\_\_\_\_\_\_ Hourly \_\_\_\_\_\_ Appointed Position Date Completed: \_\_\_\_\_\_\_\_\_

**FORMS: (Yes/No/NA)**

\_\_\_\_\_ Offer/Acceptance Letter

\_\_\_\_\_ Application and Resume

\_\_\_\_\_ Complete New Employee Info Form <http://www.indiana.edu/~uhrs/employment/bloomington/forms.html>

\_\_\_\_\_ ED (Personal Profile Form) Use this information to complete the HRMS e-doc on-line.

\_\_\_\_\_ PS (Personal Profile Form)

\_\_\_\_\_ PSA (Personal Profile Form)

\_\_\_\_\_ Direct Deposit (attach voided check or deposit slip)

\_\_\_\_\_ I-9 Employment Eligibility Verification & Identification

\_\_\_\_\_ Indiana Tax Withholding WH-4

\_\_\_\_\_ Federal Tax Withholding W-4

\_\_\_\_\_ HRMS E-doc (must be approved before new employee can gain access to e-mail)

\_\_\_\_\_ Background Consent Form

(Support staff submit elect. signature when they apply on-line. Hrly. & Prof. staff complete paper form)

\_\_\_\_\_ Degree Confirmation

\_\_\_\_\_ Confidentiality Statement

\_\_\_\_\_ Emergency Contact Information

\_\_\_\_\_ TIME Information/Documentation <http://www.fms.indiana.edu/time/>

\_\_\_\_\_ Cell Phone Agreement

\_\_\_\_\_ HIPPA Compliance Form

\_\_\_\_\_ Practicing License

\_\_\_\_\_ Drug Card (academic credentialing)

\_\_\_\_\_ Prior Employment Verification (7 years)

\_\_\_\_\_ FAMS Packet (GA hires)

\_\_\_\_\_ Student Academic Agreement Form <http://www.iub.edu/~deanfac/download/download.html>

**SYSTEMS ACCESS:**

\_\_\_\_\_ Safeword Card <http://uits.iu.edu/page/ahyc>

A Safeword card is an external authentication security device, used for secure access to institutional data or sensitive data at IU. Currently, the following applications require the use of a SafeWord card at IU: FIS, HRMS, SIS, EPIC (only for “Purchasing Users”, “Accounts Payable Users”, and “Approvers) and TIME (only for Payroll Processor role).

\_\_\_\_\_ FIS (Initiate FIS User Document to establish a new TP user)

*Remember, a IU User Agreement (*[*https://ams.iu.edu/useragreements/agreement.aspx/*](https://ams.iu.edu/useragreements/agreement.aspx/)*) must be completed by the new user and forwarded to UITS in addition to completing the FIS User Document. The entire process normally takes two or three working days.*

\_\_\_\_\_ HRMS <http://www.indiana.edu/~hrsis/HRMS/f_approve.shtml>

*The “Add a new user” form will allow you to select what function the user will be performing. This will assist in ensuring that the correct roles and permissions are assigned to the user.*

*Please ask employee to complete both the HRMS and SIS Data Access Agreements (compliance forms) prior to submitting an “Add a new user” request. In addition, the user must complete the FERPA tutorial.*

***Note! You must attend training in order to obtain access to HRMS E-Docs.*** *Please see the* [*HRMS Training website*](http://www.indiana.edu/~hrsis/HRMS/c_train_hrms.shtml) *for a class schedule.*

\_\_\_\_\_ SIS <http://ses.indiana.edu/campusServices/sisAccessAndSecurity/>

*Clients requesting access to system-wide admissions and/or student records data should use this site. Also clients who are part of an office with system-wide responsibilities should use this site to request access to admissions and/or student records data.*

\_\_\_\_\_ IUIE <https://www.indiana.edu/~iuie/prod/IuieWelcome.html>

*Ask user to go to web site and click on the Register Tab at the top of the page and complete form.*

**ADDITIONAL THINGS TO DO:**

\_\_\_\_ Order Business Cards <http://visualidentity.iu.edu/print/stationery.shtml>

\_\_\_\_ Request Long Distance Authorization Code

\_\_\_\_ Confirm voicemail option (2 options: email or voice) and send email to COMREQ

\_\_\_\_ Parking Authorization Letter

\_\_\_\_ Motor Vehicle Records check <http://www.indiana.edu/~uhrs/employment/bloomington/forms.html>

\_\_\_\_ Distribute handbook (GA & Faculty) or give HR web site

\_\_\_\_ Issue Keys

\_\_\_\_ Update organizational chart and directory

\_\_\_\_ Update web site

\_\_\_\_ Issue Procurement Card

\_\_\_\_ TB – Testing @ Prompt Care East – Complete Form on-line

\_\_\_\_ CPR Training

\_\_\_\_ Notify department IT Office to request access to server, equipment, etc.

**GIVE EMPLOYEE**:

\_\_\_\_\_ Account Number(s) specific to their program(s)

\_\_\_\_\_ Department Phone Number List

\_\_\_\_\_ Parking Letter

\_\_\_\_\_ Phone List

\_\_\_\_\_ Organizational Chart

\_\_\_\_\_ Copy Card or Copier Access Code