M Arriving Faculty Flowchart

Prior to arrival:

Immediately after returning a signed Letter of Appointment to your college:

• Complete Background Check Form in HR *or* print from the link provided
and send signed, completed form to HR by fax or scan.
(HR will need the original for filing purposes.)

• Enroll for a Benefits Enrollment Session.
(You will need to attend a session before the end of August.)

Foreign Nationals – If you are not a US citizen or Permanent
Resident Alien, contact the Center for International Programs
(304-696-2465) and the Payroll Office (304-696-2237).

On campus:

Complete I-9 Form in HR office, Old Main 207.
(Refer to the List of Acceptable Documents
for items you will need to have on hand.)

Complete Banner HR Person Data Entry Form in HR.
Obtain 901 ID Number and
ID Request (blue) Form from HR.

Complete Direct Deposit and Tax forms in the
Payroll Office, Old Main 203.

Obtain University ID card in
Campus ID Office, MSC BW-9.
(Need blue ID Request Form and a valid
Government issued photo ID such as a driver's
license, passport or military ID)

Note:

If you are relocating to the
community, notify HR and
Payroll of your new address
and/or phone number as
soon as possible.

Obtain MUNet account information from
Computing Services, Drinko 4th Floor.
(Need campus ID or copy of
signed appointment letter)

Obtain parking permit at the
Parking Enforcement Office
in the Office of Public Safety,
1801 5th Avenue.
(Need campus ID)