



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
Marshall University Human Resource Services
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Arriving Employee Procedure
Number:	20
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Arriving Employee Procedure refers to a set of steps and activities that are required for or associated with the beginning of a person's employment at Marshall University Research Corporation (MURC). Some items in the arriving employee information list are done by the new employee. Other things are done for him/her by others. Employees of MURC are geographically dispersed. Some elements of employment in-processing may be accomplished at the unit to which assigned. In other situations, new employees may need to visit MURC headquarters in Huntington, West Virginia for employment in-processing.

The list below can be followed in order to properly complete the necessary steps for beginning employment and may be printed as needed for a handy reference. Brackets are provided to check off applicable items as those are completed. The newly arriving employee's supervisor can assist the employee in determining which of the items are applicable to him/her. For any questions related to the arriving employee process, please contact human resource services provider (see MURC HR Policy and Procedure 6, Human Resources Support) at the address shown at the top of this policy. This form does not need to be turned in at the conclusion of the arriving employee process.

THINGS TO DO BEFORE ARRIVAL AT MURC:

[] FOR YOUR CONVENIENCE YOU MAY OPTIONALLY WRITE IN THE BLANK SPACES:

THE DAY/DATE YOU ARE ASKED TO REPORT TO WORK:

THE LOCATION TO WHICH YOU ARE ASKED TO REPORT FOR WORK:

THE NAME, TELEPHONE NUMBER, AND/OR E-MAIL OF THE PERSON WHO WILL BE YOUR SUPERVISOR:

[] LOCATE SOCIAL SECURITY CARD: The human resource services provider will need to see and verify your Social Security card. A copy of the card is not acceptable. It must be the original Social Security card. A federal requirement exists to provide pay to employees exactly as they are named on their Social Security cards. Also, it is necessary for tax withholding purposes to ensure that your Social Security number is recorded properly. Your Social Security number will not be published or inappropriately divulged by the human resource services provider or by MURC. The requirement to

review the Social Security card exists even if the arriving employee uses documents other than the Social Security card to verify eligibility for employment through the USCIS Form I-9 (see below).

[] LOCATE DOCUMENT(S) FOR THE USCIS FORM I-9: (See item below about completion of USCIS Form I-9.) When you begin employment at MURC, you will have to complete USCIS Form I-9, a federal form that establishes eligibility for employment. Arriving employees have to provide for review and return certain document(s) acceptable to prove eligibility for employment. Please locate the document(s) that you wish to offer to prove eligibility for employment and have those with you when you reach the campuses or complete your USCIS Form I-9 if not done earlier. The list of acceptable documents appears on the USCIS Form I-9. The form can be viewed at this link:

<http://www.marshall.edu/human-resources/poly/murc/MURC-HR-24.pdf>.

MURC cannot dictate which document(s) are offered for review. This is up to the arriving employee so long as the document(s) offered satisfy the requirements on the Form I-9. The most typical combination of documents offered is (1) a state driver's license with a photo and (2) a Social Security card. See MURC HR policy and Procedure 24, USCIS Form I-9, for further information.

Arriving employees are further reminded that if they offer a birth certificate as proof of eligibility for employment it cannot be a hospital birth certificate but must be a birth certificate from the vital records department and must carry the official seal of the certifying organization.

[] SELECT BENEFICIARIES AND GATHER NECESSARY INFORMATION: Benefits-eligible employees (Full-Time and Part-Time A) will be able to select primary and/or contingent beneficiaries for such benefit components as life insurance and the retirement program. (See MURC HR Policy and Procedure 3, Employment Categories, for information on the employment categories.) Arriving employees are invited to decide who they wish to designate as primary and contingent beneficiaries and are asked to bring with them information including the complete name, address, Social Security number, and relationship to the employee of the persons selected as beneficiaries.

[] GATHER CHECKING ACCOUNT OR SAVINGS ACCOUNT INFORMATION FOR DIRECT DEPOSIT: Direct Deposit is the default method for the provision of pay. See item below titled *SIGN UP FOR DIRECT DEPOSIT*. Arriving employees should locate and bring with them a check from their checking account or shares draft account or a deposit ticket from their savings account, across which they have prominently and indelibly written the word "VOID." The routing number and the account number from these are necessary to set up Direct Deposit. If you set up a new checking account or savings account at a local institution as a result of moving to the area for MURC employment, the Direct Deposit can be easily changed to a new banking institution. The MURC Payroll Office will assist you.

[] FOREIGN NATIONALS: If you are not a U.S. citizen and if you are not a Permanent Resident Alien of the United States, you must be in a valid visa status before commencing employment at MURC. The Center for International Programs at Marshall University assists MURC with services and issues related to the employment of foreign nationals. Foreign nationals are asked to contact Scott Hoppe, Center for International Programs, Marshall University, 304.696.2379, hoppes@marshall.edu, as soon as it appears that MURC has expressed interest in interviewing you or possibly contemplates offering you employment. Foreign nationals who do not have a valid visa cannot be employed by and cannot be paid by MURC. The visa process can be lengthy and complex. Therefore, assistance with the process should be requested at the earliest possible moment if being considered for employment.

FOR THE EMPLOYING DEPARTMENT

[] FOREIGN NATIONALS: The Center for International Programs at Marshall University provides services to MURC in support of foreign national employment. If a MURC department contemplates the employment of an individual who is not a U.S. citizen or who is not a Permanent Resident Alien of the United States and who would be employed under the provisions of a non-immigrant visa such as an H-1 visa, it is critically important the prospective employing department contact Scott Hoppe, Center for International Programs, Marshall University, 304.696.2379, hoppes@marshall.edu, immediately for information and assistance with visa procedures. No foreign national will be employed by MURC until and unless all necessary visa procedures are resolved satisfactorily and not before the prospective employee is in possession of documentation that creates eligibility for U.S. employment. Such procedures may be lengthy and complex. Prospective employing departments are, therefore, encouraged to see to these matters, as applicable, as soon as possible. Employment of foreign nationals by MURC is processed through the MURC Payroll Office.

THINGS TO DO ON OR BEFORE ARRIVAL AT MURC:

[] COMPLETE USCIS FORM I-9: Each new employee of MURC must complete USCIS Form I-9 that establishes eligibility to be employed. It is necessary that a MURC or Human Resource Services or Marshall University representative (acting in behalf of MURC) examine documentation offered by the new employee that vouches for eligibility for employment. There are various combinations of documents that can suffice for this purpose. MURC cannot direct which documents to provide for review. The list of acceptable documents appears on the Form I-9 itself. A copy of Form I-9 with the document list is available at the Human Resource Services website forms page at <http://www.marshall.edu/human-resources/forms/murc/>. Scroll down and click "USCIS Form I-9, Employment Eligibility Verification Form." The document list appears on page three. Arriving employees are reminded that they must bring the necessary documents with them and complete the USCIS Form I-9 either prior to starting work or within 72 hours of beginning work. Arriving employees are further reminded that if they offer a birth certificate as proof of eligibility for employment it cannot be a hospital birth certificate but must be a birth certificate from the vital records department and must carry the official seal of the certifying organization.

THINGS TO DO AFTER ARRIVAL AT MURC:

[] DRUG-FREE WORKPLACE ACT OF 1988: Obtain information and complete a form. Human Resource Services (at the address shown at the top of this policy) issues each new regular-status employee with a copy of the provisions of the Drug-Free Workplace Act of 1988 and encourages the new employee to complete and return a certificate pledging compliance with its provisions.

[] W-4 TAX WITHHOLDING CERTIFICATE: Complete a form. New employees must complete a W-4 tax withholding form at the MURC Payroll Office or at the designated employment in-processing location.

[] SIGN UP FOR DIRECT DEPOSIT: Direct Deposit is the method utilized by MURC for providing pay. It is safe and reliable. Arriving employees should contact the MURC Payroll Office to sign up for Direct Deposit. See item above titled GATHER CHECKING ACCOUNT OR SAVINGS ACCOUNT INFORMATION FOR DIRECT DEPOSIT.

[] VERIFY SOCIAL SECURITY CARD NAME/NUMBER: Human Resource Services will review the original Social Security card of each arriving employee to ensure that pay is rendered to the employee as named on the card and that the Social Security number is correct. The Social Security number is treated confidentially by the University. It is not published or inappropriately divulged by MURC or by Human Resource Services.

[] CONTACT MARSHALL UNIVERSITY COMPUTING SERVICES FOR MUNET/OUTLOOK: Marshall University Computing Services provide support to MURC in the areas of network access, e-mail, creation of username and password, etc. Obtain information and complete form(s). Marshall University Computing Services, 4th floor, Drinko Library, enrolls incoming employees to MUNet, issues a username, provides the opportunity to set a password, and enrolls the individual on Microsoft Outlook, Marshall University's groupware. NOTE: New MURC employees assigned to the *Marshall University School of Medicine (MUSOM)* should contact the Division of Information Technology at 696.7337 (located in room G35 of the Medical Education Building, or in the Health Science Library of the Medical Center Building) to set up accounts for MUNet, Banner and Outlook groupware.

[] AS NECESSARY COMPLETE INTERNATIONAL TAXATION AND TREATY FORMS: Non-resident aliens employed by MURC must complete forms for international taxation and treaty eligibility. Contact the MURC Payroll Office.

[] CONTACT MARSHALL UNIVERSITY CAMPUS I.D. CARD OFFICE FOR CARD ISSUANCE: The Marshall University Campus I.D. Card office supports MURC through the issuance of I.D. cards. The arriving employee needs to provide information, have a photo taken, and obtain a card. New employees may be issued a Marshall University identification (I.D.) card. ID cards are issued in the basement of the Memorial Student Center on the Marshall University main campus. Human Resource Services can verify employment of arriving MURC employees as requested by the arriving employee or by the Campus I.D. Card Office. Please note that the individual must be properly entered in the Marshall University Banner system and have a Banner ID number generated before the I.D. Card can be issued. Arriving employees are asked to contact their employing department or Human Resource Services for assistance with getting information entered into the Banner system. See item below titled, "Enter Person Information....".

[] INQUIRE ABOUT OFFICE KEYS: Arriving employees may be issued a key to their office or a key to the building that their office is located in. Office keys are issued by the hiring department. Arriving employees should inquire with their supervisor about the issuance of keys. Keys are the property of MURC and should be returned if/when employment ends.

[] REQUEST A PARKING PERMIT: Optional, as needed depending upon location. Obtain information and complete a form. New MURC employees may pay a fee and receive a Marshall University parking permit if appropriate for their work location. Parking permits are issued by the Marshall University Public Safety Department in the Welcome Center on 5th Avenue. Payments for parking permits may be received at the Bursar windows on the first floor of Old Main on the Marshall University main campus. Parking permits may also be paid for through payroll deduction. If the latter is preferred, the new employee should contact the MURC Payroll Office.

[] PROVIDE NOTIFICATION OF CHANGE OF ADDRESS IF ANY: Arriving MURC employees may establish a new home address in the community that may be different from the address they used in the recruiting process, particularly if they are relocating to the community. Newly arrived employees who have a new home address are reminded to notify Human Resource Services and/or the MURC Payroll Office as soon as possible of their new addresses and/or telephone numbers.

[] ENSURE PARTICIPATION IN BENEFITS ENROLLMENT: See item below. Arriving employees who are benefits eligible should make sure they are properly set up for benefits enrollment. Benefit components are discussed and enrollment forms may be completed in a small group setting. An on-line form is available on the Human Resource Services MURC HR web portal (<http://www.marshall.edu/human-resources/murc/>) that can be used to register for benefits enrollment. If you experience any difficulties with the on-line form, contact Human Resource Services at the address shown at the top of this policy.

THINGS DONE BY OTHERS FOR THE ARRIVING EMPLOYEE:

[] ENTER PERSON INFORMATION INTO THE BANNER HR SYSTEM: Name, address, and other relevant information about all arriving MURC employees must be entered into the Marshall University Banner HR system. This is accomplished by either the employing department or by Human Resource Services. Entry of arriving employee information into the Banner system is handled through the completion and tender of the Banner HR Person Data Entry Form. This form can be accessed on the Human Resource Services website forms page at: LINK PENDING

[] EMPLOYING DEPARTMENT PREPARE/SUBMIT PAR/EPAF: For any arriving employees a MURC Personnel Action Request (PAR) must be completed to establish their employment. Please note that there are deadlines for the submission of PARs. Please see the Human Resource Services policy at the following link for information on the schedule and processing of PARs: *Link will be provided.* It is the responsibility of the employing department to ensure that a PAR is prepared and submitted within the deadline for the desired payroll starting date. Arriving employees may make inquiry with their hiring department to ensure that the PAR/EPAF has been prepared and submitted in time to start employment on schedule. Please note the information about the arriving employee should be entered into the Banner HR system before a PAR is generated and must be entered before an EPAF can be generated. See the item above about person information.

[] E-MAIL MAILING LIST: HR-Serv.net maintains an e-mail mailing list for MURC employees. A representative of HR-Serv.net will enroll each arriving MURC employee on the e-mail mailing list.

[] MAILROOM NOTIFICATION OF NEW EMPLOYEES: Human Resource Services will provide the Supervisor of the Mailroom with the name, title, and department of newly-arrived MURC regular-status employees who are/will be assigned to an office receiving support through the Marshall University Mailroom.

[] ENSURE TIMELY AND ACCURATE PAY: The employing department is responsible for checking in advance of the issuance of the arriving employee's first pay that the employment appointment and the associated compensation has been set up properly in the Banner system. Timely and accurate pay gets the employment experience off on the right foot.

[] BENEFITS ENROLLMENT: All arriving employees who are benefits eligible need to participate in benefits enrollment offered by Human Resource Services. The benefit enrollment may be accomplished at the MURC administrative offices in Huntington or may be offered at a distance depending on the location to which the new employee is assigned. Please check with Human Resource Services for the proper location for benefits enrollment. Benefit enrollments are typically provided around the second working day of each pay period. Human Resource Services will assist arriving employees in scheduling benefits enrollment. An on-line form available on the Human Resource Services web site can be used to request scheduling for benefits enrollment. Navigate to the MURC HR web portal on Human Resource Services at <http://www.marshall.edu/human-resources/murc/>.

Benefit enrollment at a distance may be available. For the latter, the arriving employee needs to be at a location where he/she has both a telephone connection and a web connection at the same time.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.