

NEW FACULTY CHECK LIST	
The following check-in list includes various items that should be covered by new faculty members. You may find it useful to check off each item as it is completed.	
✓ COMPLETE EMPLOYMENT FORMALITIES (HR Department - Room 340)	
☐ Report to UHS for completion of Health Record ☐ Sign Letter of Appointment ☐ Sign HIP Excerpts ☐ Sign US Citizen / Green Card Holder Declaration ☐ Sign Conflict of Interest Disclosure Form ☐ Sign Information and Computer Resources Acceptable Use Policy ☐ 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 ☐ Get acquainted with the Human Resources 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 Holder (<i>to be handled through the Payroll Section of the Comptroller's Office, College Hall, 2nd Floor</i>) ☐ 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, 2 nd Floor. ☐ Request to be reimbursed with Benefits Allowances (if applicable). Relevant documents should be presented to the Dean's Office upon arrival. The refund of the above allowances will be processed through the Comptroller's Office, College Hall, 2 nd floor. ☐ Provide documents needed for the formalities of the Work and Residence permit. ☐ If applicable, check with the Procurement and Contracts Administration Department with respect to shipment of household belongings ☐ Sign HIP Enrollment Request and Authorization <u>or</u> waiver (contact Office of Benefits) ☐ Retirement Programs (contact Office of Benefits) ☐ Sign Life Insurance form	
<i>HIP enrollment must be finalized within 21 days from date of appointment</i>	
✓ UNIVERSITY/ DEPARTMENT/JOB RELATED INFORMATION	
☐ Meet Chairperson, colleagues ☐ Get informed about office/desk location ☐ Understand department's structure, mission/vision/goals, website ☐ Learn about pay rate/ pay days ☐ Ask about University parking facilities/permits ☐ Ask about use of University libraries ☐ Ask about obtaining keys, ordering supplies, using telephone system (extension/directory) ☐ Activate AUBnet account and other online services (if not already done) by visiting: https://www.aub.edu.lb/it/Pages/default.aspx	