<table>
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<th>ITEM TO COMPLETE</th>
<th>INFORMATION</th>
<th>OFFICE TO CONTACT</th>
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</table>
| I-9 Verification       | This site provides a list of accepted documents that must be presented in person at Human Resources. | HUMAN RESOURCES  
Office location: Administration Building, Room 350  
Telephone: 765-285-1834  
http://cms.bsu.edu/about/administrativeoffices/humanresources |                 |
| Parking Permit         | Purchase your parking permit on or before your first work day after you have been given your employee ID. You may elect to pay for your permit or use payroll deduction. | PARKING SERVICES  
Office location: Student Center, Lower Level, Room L1  
http://cms.bsu.edu/about/administrativeoffices/parkingservices |                 |
| ID Card                | The ID card is required to obtain parking permits, to take advantage of the resources in Bracken Library, recreational facilities, and bookstore discounts. | ID CARD OFFICE  
Office location: Bracken Library, Room 311 and 312 |                 |
| Email                  | E-mail accounts are the gateway to many Ball State resources. Employees must have a user name, password, and e-mail account in order to access Self-Service Banner (SSB) and other systems. | UTS (Unified Technology Support) Help Desk  
Office location: Bracken Library, Room 101  
Telephone: 765-285-8324  
http://cms.bsu.edu/about/administrativeoffices/uts/forfacultyandstaff |                 |
| Communication Center Photograph | This photograph is used for the Ball State Web Page and for recognitions. Please check their web site for available portrait days. | PHOTO SERVICES  
(Division of Strategic Communications)  
Office location: West Quad, Room 304  
Telephone: 765-285-1560  
http://cms.bsu.edu/about/administrativeoffices/marketing-communications/profile-photos |                 |
| Insurance and Retirement Plans | New faculty will be able to sign up for insurance benefits and retirement plans. This session begins at 8:00 a.m. on Tuesday, August 14, 2018. You must have insurance and benefits | EMPLOYEE BENEFITS | Office location: Administration Building, Room G-29  
Telephone: 765-285-8461  
[http://cms.bsu.edu/about/administrativeoffices/payrolleb/](http://cms.bsu.edu/about/administrativeoffices/payrolleb/)  
You will be able to complete this paperwork at the orientation session on Tuesday, August 14, in Student Center Cardinal Hall, 8:00 a.m. – Noon. |
| Direct Deposit Form for Paycheck | This form is available through Payroll and Employee Benefits | EMPLOYEE BENEFITS | Office location: Administration Building, Room G-29  
Telephone: 765-285-8461  
[http://cms.bsu.edu/about/administrativeoffices/payrolleb/](http://cms.bsu.edu/about/administrativeoffices/payrolleb/) |
| All Faculty Convocation | Opening convocation for all faculty, Chairs, and Deans. Welcome remarks given by President Mearns. | EMENS AUDITORIUM | August 17, 2018  
Continental Breakfast – Emens Lobby at 8:15 a.m.  
Convocation begins at 9:00 a.m. – 11:00 (approximate ending time) |
| Tenure Track Faculty (Only) | New tenure track faculty will participate. Sessions are scheduled for Fall Semester. | NEW FACULTY ACADEMY | Director:  
Dr. Thalia Mulvihill – tmulvihi@bsu.edu |