











Once Logged In

- New employees will access and electronically complete assigned checklists.

CHARLIE CARDINAL

NH CHECKLIST (STAFF)		
	TASK	RESPONSIBLE
<input type="checkbox"/>	 I-9	Charlie Cardinal
<input type="checkbox"/>	 I-9 Supporting Documents	Charlie Cardinal
<input type="checkbox"/>	 Direct Deposit	Charlie Cardinal
<input type="checkbox"/>	 Confidentiality & Information Access	Charlie Cardinal
<input type="checkbox"/>	 Acknowledgement of Employee Handbook Access	Charlie Cardinal
<input type="checkbox"/>	 Indiana State Tax Form	Charlie Cardinal
<input type="checkbox"/>	 Universal Availability Notice	Charlie Cardinal
<input type="checkbox"/>	 W-4	Charlie Cardinal
<input type="checkbox"/>	 PERF Membership Record	Charlie Cardinal
<input type="checkbox"/>	 2016 PERF at a glance	Charlie Cardinal

***Please note that new employees are still required to deliver their I-9 identity verification documents to University Human Resource Services on or before their first day of employment.**